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Small Library Buildings

Cornelia Marvin



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SMALL LIBRARY BUILDINGS

A Collection of Plans Contributed by the
League of Library Commissions

Introduction and Notes by *Cornelia Marvin*
Secretary of the Oregon Library Commission



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INTRODUCTORY NOTES BY THE EDITOR

This pamphlet contains the best of the plans sent to the editor by the cooperating Library Commissions. These do not represent the editor's choice, but include the recent buildings in each state which, in the opinion of the Commission officers, best meet the needs of the librarians and the public.

Each Commission was asked to send plans of public libraries costing not over \$10,000, \$25,000 and \$75,000 respectively, and of one small college library. The result is a collection of eight plans of buildings costing \$10,000 or less; three between \$10,000 and \$15,000; three between \$20,000 and \$25,000; three over \$25,000; two of college libraries which are fair representatives of this type; and one small branch library which is a good model for any inexpensive building.

Plans of buildings costing less than \$5,000 were not supplied by the Commissions, but will be found in Mr. Eastman's pamphlet and in the reports of Library Commissions noted below. A \$5,000 building usually consists of one large, well-lighted room, with basement for storage and work rooms. A building costing \$3,000 or less cannot have library rooms in the basement. Small buildings will be the same as the \$10,000 buildings in the points of light, shelving, floor covering, etc.

The descriptive notes vary in quality and extent; they contain all that could be secured from trustees, librarians and Commissions, and nothing which is not worth consideration. The notes for plans XIII, XVII, XVIII and XX are quite full, the details of these buildings having been carefully worked out. The notes on the furniture and fittings are especially valuable.

Special attention has been devoted to the plans of small buildings, as the Commissions seek to aid trustees who have not the help of experienced librarians and who cannot afford to put a large sum into the investigation. The plans of larger libraries are included rather as a matter of interest, showing the development and extension of buildings as the demands of library work increase. The interior views are included for the purpose of helping in decisions on furniture and fittings, as well as for the idea of interior arrangement. Most of the buildings are in the Middle States, as the Commissions of the Middle West have cooperated most fully in the preparation of the pamphlet. As the buildings are nearly new or of recent date, it has not been possible to secure figures in regard to the cost of maintenance, which is naturally an important item in planning a building. Statistics on this point may be secured from the librarians of the different libraries. A carefully planned building should be economically heated, lighted and cared for by a small force.

Plans VIII, XIII and XVI are recommended as the most perfect buildings for the money invested, both as to interiors and exteriors.

As will be evident, excellence of architectural design has, in some instances, been ignored, and a few brief comments on such points have been added to the notes. All buildings included are not models. Though some contain serious mistakes, each has good points worth reproducing, as well as the objectionable features which it has been the ungracious task of the editor to point out in the notes following the description of each building. It is possible that these notes enumerate the deviations from an ideal plan existing in the mind of the editor, and that this ideal may not be generally accepted. Any criticism must come from some definite point of view, but an effort has been made to cast aside prejudice and to keep in mind the fact that the model building of today may be considered quite out-of-date tomorrow. An effort has been made to summarize the best points in library architecture as determined by the experience of the past ten years. Officers of the cooperating Commissions are not responsible for the views expressed in these notes—their responsibility ended with the selection of plans from their own states. The frequent suggestions to apply to Commissions for advice are for the boards without trained or experienced librarians.

The similarity in the plans testifies to the fact that a few principles are well established. The buildings are nearly all of one type, and there are several planned by the same architects, but the details differ sufficiently to warrant inclusion of all of

them. It will be understood that, though there is a rather definite agreement in regard to the general principles of library architecture, there is great difference of opinion upon details.

It is to be hoped that no board will be led, through these plans, into the mistake of using too many partitions, cutting the library up into small rooms; and that the old-fashioned idea of the "book stack" for small libraries will not appeal to a library board which considers the points of administration and utility. Most of the plans show basements containing classrooms. Failure to use the basement in this way is, of course, a defect. It will thus be seen that the Commissions could not recommend copying the plans.

The notes which follow are addressed to trustees and librarians who are planning small libraries. Those responsible for large buildings and branch libraries may usually command the services of librarians competent to advise and direct. Attention is devoted exclusively to the librarian's side of the building—interior arrangement and fittings. Little attempt has been made to criticise architectural design, or to make suggestions which should come from competent architects. Few librarians are able to direct in this respect, but they should have the final decision on the arrangement of rooms, fittings, light, etc., in so far as these things affect the daily work of the library. No architect can understand this as the librarian does. The ideal library plan is made by a combination of forces, as in any other building for special purposes.

EXPLANATION OF TERMS

In explanation of the terms used in the introduction and descriptive notes, it should be said that the *cost* means the entire cost of the finished building. The cost per cubic foot is estimated from the bottom of the footings to the center of the roof, with no allowance for irregularities, and ordinarily includes every item except furniture and fees. In all figures, allowance must be made for time and place, as the locality and fluctuating cost of building materials make it impossible to compare cost of buildings with satisfactory results. It is probable that most of the buildings were economically constructed. The librarians generally had no suggestions in regard to reducing cost. In some cases cork carpet, light fixtures, and shelving are included in the contract, and in others they are considered as furniture, inconvenience from lack of uniformity being partially overcome by the full notes. The cost of site has not been considered, but the total cost of building often includes grading, curbing, walks, drives and other items grouped under *grounds*.

Dimensions are given for outside of building. *Height of story* is height of inside of room, in clear. *Shelving capacity* is the total capacity of the building unless otherwise noted. *Seating capacity* means number to be accommodated at tables, though most libraries provide other seats also. *Provision for future extension* is occasionally noted. Though not considered a question of first importance in very small towns which have attained their maximum population, it is of the utmost importance in a growing city; also when the original building fund is insufficient and must be supplemented in the near future.

Buildings are all of *ordinary construction* unless designated as *slow burning* or *fire-proof*. A fire-proof building is practically unknown, but so-called fire-proof stacks are common.

Librarians often call a double-face book case a "stack" and speak of any book storage place as a "stack room," though it is more properly designated as main book room. The term is constantly misapplied, but has been allowed to stand when the room or space is so designated in the cut. In this introduction *wall shelving* means a single-face case against the wall, with or without backing; *floor case* means a double-face case standing cut from the wall. The *stack* means a section of the building especially constructed for close storage of books (see plate XXc), usually several low stories of patent metal shelving connected by service stairways and lifts. Book stacks are patented and made by many different firms. Their relative merits are not fully determined. They are, however, for large libraries only, and small libraries need not consider the problem, as free access to shelves and ample space make such storage room unnecessary. *Wooden shelving* is always understood unless *patent shelving* is designated. A few small libraries buy the patent shelving, but it is not essential, and is expensive. Opinions differ as to its desirability. The addresses of the manufacturers of patent shelving and stacks mentioned in the descriptive notes are: Art Metal Con-

struction Co., Jamestown, N. Y.; Library Bureau, 156 Wabash Ave., Chicago, and 143 Federal St., Boston; General Fire-proofing Co., Jamestown, Ohio.

In order to give something definite which will be of real service, the following summary is made with a small building in mind — one to cost from \$10,000 to \$20,000 — and the notes are given so they may be made into specifications. Modifications for smaller or larger buildings may easily be made, and are occasionally noted.

L I T E R A T U R E

There is not an abundance of useful literature on library buildings, but trustees should secure the following excellent pamphlets and books:

Soule—Library rooms and buildings. 1902. American Library Association, 34 Newbury St., Boston, 5c.

Eastman—Library building plans. 1906. N. Y. State Library, Albany, 25c.

Note especially the plans for small buildings, and those of Old Town, Me., (\$10,500), and Johnstown, N. Y., (\$25,000). Contains interior views of a branch of the Carnegie Library of Pittsburgh, showing table lights, bulletins, periodical cases and loan desk.

——— Library buildings. American Library Association. 10c. Reprinted from its Proceedings. 1901.

Koch, T. W. Portfolio of Carnegie libraries. Wahr, \$2.50.

The files of *Library Journal* and *Public Libraries*, articles from which are to be reprinted by the A. L. A. Publishing Board in 1908, contain many plans and descriptions. *Public Libraries* of December, 1901, is an especially interesting number. (Order from Library Bureau, 156 Wabash Ave., Chicago, 20c.)

Special library numbers have been issued by several architectural periodicals, among them the *Architectural Review* of January, 1902, (\$2.00) and the *Brick Builder*, August, 1901, 50c.

The *Inland Architect* for 1907-8 has a series of articles on modern small libraries, and the *Brick Builder* has frequently reproduced plans.

The fourth biennial report of the Indiana Library Commission contains plans of buildings, among which are two excellent ones for small amounts — those of Plainfield (\$1,800) and Poseyville (\$5,000).

The California State Library, in its *News Notes*, July, 1906, published cuts and floor plans of California buildings.

The Wisconsin Library Commission has issued a pamphlet, *Some Wisconsin Library Buildings*, containing exterior and interior views, but no floor plans.

The Carnegie Library of Pittsburgh has a pamphlet giving cuts of its branch library buildings, which differ somewhat from general libraries for small cities, but contain points which are most desirable for any building.

The Saint Louis Public Library program of conditions and instructions to govern a competition for the selection of architects for two branch library buildings (1908) is a model of compact information on a \$60,000 building.

The annual report of the Cleveland Public Library for 1906 contains plans and views of some of the most attractive of recent buildings for branches.

Some of the architects whose addresses are given in this pamphlet have printed booklets of views of their buildings. Patton & Miller will send a copy of Mr. Miller's paper *Library Architecture*, read before the Iowa Library Association in 1902.

The best literature on large buildings may be found in the reports of some public libraries (Grand Rapids, Newark, Louisville) and in the programs for architectural competition published by others (Madison, Wis., Utica, Seattle). The plans for the Evanston, Ill., building have been carefully worked out. Any list of such reports and programs soon becomes obsolete on account of the constant progress being made, and and the large number of new buildings being erected.

C H O O S I N G A N A R C H I T E C T

It is not usual, nor is it advisable, to choose an architect by competition except for large buildings costing at least \$75,000. In such cases, a consulting architect is usually engaged, conditions of competition are published, and well-known architects invited to prepare plans, the unsuccessful competitors being allowed a definite sum for their work. The most approved procedure for securing plans is given in the report of

the Brookline, Mass., Library for 1907. (See note above for list of programs for competitions.) Most architects of any reputation will not enter an open competition for large buildings, and will refuse to submit competitive plans for small buildings. This fact alone is enough to determine the board to decide upon an architect rather than a plan, and not to attempt a contest, which is, at best, a picture contest, and reveals nothing of the ability of the architect to construct a good building fitted to local conditions. The competition is in all cases for choice of architect rather than for a plan, as the latter must be decided upon by the board and the architect after many consultations and much study. Other things being equal, the number of libraries the architect has built will make but little difference if he is energetic and broad-minded. He should be a competent builder, or the board should have the advice of a building superintendent, who may be relied upon to see that the construction is perfect, floors are properly laid, heating plant is satisfactorily installed, etc. It rests with the board or librarian to make clear just what sort of an interior is wanted. The architect of many libraries will have learned the needs and should have become familiar with library details. Unless competition is planned, it will be best to select the architect before site is bought. Any architect competent to plan a library should know how to carry out the chosen design intelligently. Some of the exteriors shown in this pamphlet emphasize sufficiently the mistake of selecting an architect without appreciation of design.

Commissions will send the names of consulting architects who make a specialty of library plans.

PRELIMINARY CONSIDERATIONS

Before plans are drawn, the board, acting upon the advice of its librarian or a representative of the State Commission, should make a statement as to the rooms needed; the relative location of these rooms necessary to economy in administration; the number of square feet and the shelving capacity for each; the exposure preferred, and the natural light as determined by the position of book cases for the present and future. It must be understood that the library is to be planned to meet definite needs, and that the floor plans must be decided upon by some one who understands these needs and has an idea of future developments. The building committee should see a few good library buildings and profit from the experience of others. A satisfactory plan can be made only by those familiar with the daily work of a well-managed library, and with the ideals and purposes of the best library workers. It is necessary to have the library point of view—to consider the work to be done, to understand the purpose of the institution. It is much easier for those who have been connected with a well-managed, growing library to plan a new building. Buildings have changed with the changed views of library work. The old idea of a storage system, of collecting great numbers of books and preserving them carefully out of the sight and touch of the public, resulted in the buildings having reading rooms without shelves and an attempt at a fire-proof book room absolutely closed to the reader. No children were expected to enter such buildings, no club rooms were provided, for such a library was not a social center. The new idea contemplates educational work—people now expect to have free access to all of the books of a small library, and to all of the best and most constantly used books of the large libraries, in which it may be necessary to restrict access to a limited number of books.

Instead of the "monument type" of library, we have now a library which is the co-operating center for all educational and social work of a community, requiring special rooms for children, in connection with its work for schools; class and club rooms, for encouragement of study clubs and "continuation schooling"; audience rooms, for lectures, which shall stimulate intellectual effort; and meeting places for civic improvement clubs, classes from the high school, country people, and, in fact, for all educational and public purposes. The modern librarian expects to conduct classes and to aid untrained readers. All of these changes in the character of the work have affected building plans and resulted in the modern type of library, with books in every room and special rooms set aside for children and for students.

A public library contains a working collection of the best literature and only a few great libraries go to the expense of collecting and keeping all books. Librarians now assume that some books will outwear their usefulness and must be stored away in a less accessible basement room. The shelves on the main floor are reserved for live books.

Since the past few years have brought such changes, we may expect greater ones in the future. We must, therefore, build for extension, expansion, and different views of library work, omitting partitions, which will make changes expensive, if not im-

possible. The building should not be cut up into small rooms, preventing light, ventilation, and oversight, as well as changes, but should consist, in so far as possible, of one large room for the first floor. If the library contains more books than this room can accommodate on wall shelves, and the rate of increase is high, it will be necessary to add floor cases in the main book-room, or, possibly, a stack for close storage. It is expected, however, that a large number of books will be worn out and discarded each year, and that it will be necessary to have branches and stations in towns of considerable size.

One more point in this preliminary consideration of the purposes of a library may not be out of place; that is, to warn the trustees that every interest in the town will ask for quarters in the new building; it will be expected to house the gymnasium, the amusement room, and various other worthy enterprises. It must be remembered that the first purpose of the building is to care for the library, the educational work of which will tax its capacity to the utmost. Museums are often connected with libraries, but they cannot be provided with the limited funds usually at the disposal of library boards in small towns. The gymnasium and amusement room have no place in a library building, as they invariably cause noise and confusion, and their purposes are totally different from those of institutions with which the library is naturally closely allied. The building must, first of all, be a good library building with suitable furniture and fittings.

FIRST PRINCIPLES

The elementary principles of library architecture are simple and quite universally agreed upon. The following points brought out by a committee of the American Library Association deserve attention:

“Every library building should be planned especially for the kind of work to be done, and the community to be served.

The interior arrangement should be planned before the exterior is considered.

Plans should provide for future growth and development.

A library should be carefully planned for economical administration.

Public rooms should be planned for complete supervision by the fewest possible attendants.

No convenience of arrangement should be sacrificed for architectural effect.

There should be no such decoration of reading rooms or working rooms as will attract sight-seers to disturb readers and attendants.

There should be good natural light in all parts of the building. Windows should extend to the ceiling, to light the upper portions of every room. In a book-room or stack, windows should be opposite the aisles.

No shelf should be placed so high as to be out of reach of a person of medium height standing on the floor.

Flights of stairs should be straight and not circular.

Communication by telephone or speaking tube should be arranged between the working-rooms.”

SIZE OF BUILDING

With a building fund of less than \$20,000, it is unwise to attempt a two-story building. The \$5,000 building should have one good-sized room over a high basement. A \$10,000 building will be similar, with a finished basement containing audience and class rooms. It is probably better to have the high basement which can be utilized for such purposes, than to attempt the two stories over a cellar. A high basement adds greatly to the appearance of a one-story building, and there is no reason why it should not be made useful. No stack should be included in a building costing under \$20,000, though the book room at the rear should be planned so that it will accommodate double-face floor cases for storage. When the stack is to be used in the future, the building should be constructed to bear the weight of a stack extending through the two stories.

The problem of building the library to cost more than \$20,000 is somewhat different, as it involves the care of a greater number of books, a more rapidly increasing collection, service for a more scattered population, a larger library staff, and special collections of books. A two-story building will be possible and it should contain the rooms noted in the section on *Arrangement*. If the building fund is not sufficient for

the space desired, it is better to leave part of the building unfinished, if there is any chance at all of securing money in the future, and to have the necessary space on the main floor.

The \$10,00 to \$15,000 building should contain 2,300 to 2,800 square feet. *Height.* The basement should be at least 5' above the ground, preferably 5' 6", and about 10' high in the clear. 9' will be enough if it is to be used for club rooms only, and not for assembly rooms, and 8' will do for storage purposes. It would seem better to build 10' and to be able to use the basement for any purpose. The main floor of the one-story building should be from 12' to 13' high, in the clear; probably 13' is better. If the collection of books is unusually large and is increasing rapidly, it may be better to have the book room 16' high to allow for the second story of book cases in the future. Higher rooms are not necessary from any point of view. *Depth.* A space of 12' is the minimum to be allowed from the door to the delivery desk; 16' is the minimum from the delivery desk to the rear shelves—20' would be preferable, and more space desirable, as the best quiet study space in the building will be at the rear of the floor cases, and 8' should be allowed for this if possible. Allowance must be made for aisles and from 8' to 9' for floor cases to be used when building is shelved to its fullest capacity. In planning the width of the book room it is necessary to allow from 4' to 5' in the clear between floor cases, and 1' 6" for each case.

It is well to plan for ledge cases to alternate with others, and these will require more space.

Vestibule with stairway to basement audience room (60 to 75 sq. ft. exclusive of stairway). Delivery room (225 to 275 sq. ft.). Book room back of delivery room, without partition. It is a general reading room (400 to 450 sq. ft. Capacity 2000 to 2500 volumes). Reading room at one side of delivery room without partition (375 to 425 sq. ft.). Broad low windows in front, high windows at side. Capacity 2500 volumes. Reference room adjoining reading room with wide opening or arch between (275 to 300 sq. ft. Capacity 1500 volumes). One side of main book room is used for this reference corner. Children's room opposite reading room (475 to 500 sq. ft. Capacity 2000 volumes). Class room, if provided, should be next to children's room. Librarian's work room and board room combined, (175 to 200 sq. ft. Capacity 500 volumes) adjoining children's room and opening into it and into book room. Shall contain shelving, closet, supply cupboard, and lift from unpacking room in basement. Conversation or committee room, or librarian's office may be used for this. Coat room opening into delivery room and overlooked from loan desk.

C A P A C I T Y

To determine the shelving capacity, count on eight books to the running foot. Some librarians estimate ten, but this seems too high. One-third of each shelf should remain vacant to avoid constant shifting of books as additions are made. The cases are usually built seven shelves high, making 56 volumes to the foot for the wall shelving, and 112 volumes a foot for the double-face cases. This is practically full capacity, as over-size books must be taken into consideration. The building should provide for the growth of at least ten years, but it must be taken into account that there will be constant withdrawals as well as accessions.

In figuring seating capacity at tables, 3 feet are allowed for each chair. The aisles between tables should be at least 5 ft. wide, but 6 ft. is better. Seating capacity for audience rooms is usually estimated at the rate of 6 square feet for each person. This allows for aisles, but is exclusive of platforms.

C O S T

The average cost of the building proper will be from 11 to 14 cents per cubic foot. The average cost of six \$10,000 buildings in the Middle West was 12.14 cents per cubic foot unfurnished and 13.52 cents per cubic foot complete. Larger buildings, more solidly built, with better finish, and having different heating plants, etc., of brick or stone, will cost from 20c to 25c per cubic foot.

The contracts differ somewhat, but for small libraries they usually include the finished building with heating plant, wiring, plumbing, finish hardware, shelving and all mill work, including loan desk, periodical cases, all special cases against the wall, hall seats, etc.

It is usual to reserve from 10 to 12 per cent. of the total fund for expenses not included in the contract, architect's fees, cork carpet, light fixtures, decoration, shades,

screens, double windows, grading, curbing, walks, drives, and movable furniture (chairs, tables, catalogue cases, etc.)

The architect's fees are usually charged according to the schedule of minimum charges of the American Institute of Architects—five per cent. upon cost for full professional services; three and one-half per cent. for preliminary studies, working drawings, specifications and details. For buildings costing less than \$10,000, special rates in excess of these may be made.

The reserve fund should be ample, as there are sure to be some items which have not been taken into account. The Carnegie gifts have usually covered finished and furnished buildings ready for use, though some of those described in this pamphlet have unfinished basements. It will be best to make a list of everything to be provided outside the contract, so that the architect may know exactly what is to be covered by the contract and how much money he may expect to have for the building proper. The items under *cost* in the descriptive notes are as full as could be secured, as they will prove useful for comparison. They are especially full for plans XIII and XVIII.

LOCATION

The building should be centrally located on, or near, the main street. Quiet is desirable, but accessibility is essential. A corner lot is a decided advantage, and one large enough to allow at least 20' clear space all around the building, for purposes of light and extension. Probably more than this should be allowed at the rear and sides for future extension. It is important to consider surroundings for the future, as well as for the present, since certain industries and business occupations are very undesirable neighbors for a library.

STYLE OF ARCHITECTURE

The location will help to determine the style of architecture. It is considered the best policy to make the library an inviting, homelike, social institution, rather than an architectural monument. It should be architecturally so perfect as to be educative and to add to the beauty of the city. To be architecturally perfect, a building must be adapted to its purpose, and a library building should not look like a dwelling house. The building fund will also affect the design—the classical being more expensive than English Gothic and some other styles. There are three types of buildings to be considered from the standpoint of outlines.

The most desirable building from every point of view is the rectangular building without breaks or extensions, as shown in plans V to IX, XI to XIII, XVI to XVII and XIX. It is more economically constructed than any other form and allows for future extension. The interior is one large room, the space in which may be adjusted to meet any needs. The fact that the majority of buildings are on this plan points to some advantage.

The second type of building has a rectangular extension at the rear, in the center of the building. This extension is usually for the book room. (See plans II, III, X, XVIII.) This plan is not quite so generally used as the first, because additional expense of extending the walls of the side rooms is not great, and the space is very much needed for librarian's room and study. This second form is the one which the first type will take when it is extended in the future, though it may, of course, happen that the extension will need to be for reading space rather than for book storage.

The third type of building is that with the semi-circular rear extension making provision for a radiating stack or book room as shown in plans IV, XIV and XV. This is expensive and has no particular advantage for the small building, though the advantage of better light and oversight are claimed for it when used for a stack. Mr. Eastman's pamphlet, previously noted, contains many plans of buildings with radiating stacks, and others of irregular outline suited to special space or grounds.

The ideal small building is plain in outline, has no breaks or jogs, and has windows properly placed for lighting floor cases when it is filled to its fullest capacity. The dome is usually avoided because of great expense of construction and undesirable effect upon interior arrangement.

MATERIALS OF CONSTRUCTION

The materials of construction must vary with the locality. Most of the buildings included in the pamphlet are brick with stone or terra cotta trimmings, the latter re-

ducing the cost somewhat when used in large quantities with repeating ornament. Some of the old buildings were of stone, but this is seldom attempted now. The buildings which cost under \$5,000 should usually be built of wood, or cement plaster on metal lath.

It is not at all necessary to provide for fire-proof construction. The larger buildings are generally slow-burning, with fire-proof stacks, but the small ones may be of ordinary construction, with boiler rooms made fire-proof if desired. The few books and records of any value may be kept in a vault, and the average small library does not contain anything which could not be easily replaced.

The tile roof is usually specified if funds permit, though many of the small buildings have slate roofs. Certain grades of roof tile are nearly as cheap as slate, depending upon freight rates. It is usually impossible with \$10,000 to \$20,000 to provide stone columns and elaborate decorations or finish of any sort. The interior wood-work and finish should be of the best (see notes on floors), and it is important to the appearance, at least, to have plate glass for the low windows.

ENTRANCES

High, steep steps outside are so unsightly that many of the small buildings, especially in the snowy countries, have a few steps inside, though it is sometimes considered a disadvantage to have the steps in the entrance hall. Libraries should always have this hall or vestibule to protect the people inside the building from noise, confusion and drafts. It usually contains a side stairway to the basement, when this is used for class rooms or audience room, and the stairway to second floor. These stairways should never open into the library rooms proper, but entrance to them should be possible when the library rooms are closed. They should be wide and well-lighted. Control of the entrances to all stairways should be possible from the loan desk, glass doors being used between delivery room and vestibule. Some entrances are greatly disguised by having the basement stairway directly in the center of the hall.

There should always be a separate, outside, janitor's entrance to the basement, and this should serve as additional exit from the audience room. Occasionally the only public entrance to the basement is an outside one separate from the main entrance and connected with the first floor by service stairway (see plan VII). Some large libraries have separate entrances for children's room and for basement reading rooms. Small buildings should have but one public entrance, thus avoiding additional expense of building and oversight. All doors from audience rooms should swing out.

ARRANGEMENT AND REQUISITES

As the object of the library is to serve the public most satisfactorily, quickly and economically, the arrangement of rooms must be determined by the needs of the public, the size of the staff, and the character of the work. The most important requisites are good natural light at all points, especially at the loan desk where the clerical work is done, and supervision of the entire floor from the central loan desk in all libraries in which there is but one attendant. In such small libraries the librarian is always at the loan desk during library hours, so it is not necessary to provide for oversight of library rooms from the librarian's office, which is simply a work room to be used when the library is not open to the public. If the permanent staff consists of more than one person, the library should be planned for oversight of certain definite space by each attendant, and by the smallest number of attendants.

The next consideration is that of storage room for the required number of volumes, to be estimated as noted above, and seating capacity for the largest number of people that will probably frequent the library regularly. The books most used should be stored around the walls of the so-called reading rooms, so that the people may help themselves. This saves time and effort on the part of the attendants, who are too much occupied to act as pages, and who are better employed in other capacities.

The floor cases must be placed at right angles with the windows for satisfactory light, and with the loan desk so that the librarian may control the alcoves.

Ample space should be provided in the children's room, as children usually come within a limited number of hours, and must practically all be provided for at the same time. The work for children should be done in one particular part of the building.

Provision must be made for quiet, and for centralization of all business which requires conversation or public access to the books; coat rooms, class rooms, and audience rooms for the convenience of the public; a room in which conversation may

be allowed, for the use of committees and for adults who meet at the library by appointment. There must be a quiet corner or room for study. Periodicals and newspapers should be provided for in the general reading room. There should be an exhibit room or space for cases for special collections. A vault should be built for the local history collection and the few library records. There must be work rooms, toilet room for the staff, storage room, and space for catalogue cases accessible to loan desk, book and reading rooms. The work room may be combined with the catalogue room and should be on the main floor if possible, and near the loan desk, with door in position to give a view of desk from the room. Larger libraries have catalogue room, newspaper room, periodical room and stack on the first floor, and on the second floor provide for exhibit hall, audience room, class rooms, staff room, stack, and room for special collections.

Partitions are objectionable and should be omitted, in so far as possible, as they prevent re-arrangement of space, increase expense of oversight, and make it more difficult to light and ventilate. The small library needs but one enclosed room on the main floor, for work room, board meetings, etc. If partitions are used, the main book room at the rear should be the largest room, and should be connected with all other rooms, overlapping reading rooms at either side of delivery room.

There should be wide, open space between the delivery desk and all adjoining rooms to give sufficient light, and opportunity for oversight. Many of the larger libraries which have partitions, use plate glass, except for librarian's room, in which privacy should be possible (See plan XVI. For unfortunate use of partitions, see plan X and compare it with plan VI).

No stairway should be used between rooms which it may be necessary to throw together in the future (See plan XII).

The service stairway is not essential in a small building.

Illustrations in plans V, VI and VII show the beamed ceilings usually found in the large one-room libraries. The interior wood work is preferably of oak, though many libraries have used birch, which is particularly attractive when it is stained mahogany and used with green walls and green cork carpet. The corticene, or cork carpet, is used for bulletins above shelves and to cover vacant shelves.

An opening into a flue makes a convenient place for dusting books.

To meet the needs noted above, the \$10,000-\$15,000 library is usually planned as follows:

Basement. High, light, dry basement containing: Hall or vestibule from the main entrance or stairway and from side entrance. Audience room with platform and dressing room. Class room as near audience room as possible. (Some libraries have farmers' rooms, rest rooms or club rooms also). Storage room for books not in constant use. A work room, for unpacking books, sorting magazines, etc., directly under the librarian's office, or catalogue room, with a book lift. This lift should carry to second floor of building. Toilet rooms. Boiler room. Fuel room. Janitor's storage room for chairs, double windows, etc. Janitor's entrance way. Janitor's work room. In some places bicycle space must be provided. Large libraries have first floor of stack in basement, and often a bindery.

A failure to utilize the basement is a defect (see plan IX), but some librarians consider it unwise to attempt the large audience rooms. There is no criticism of them in any of the buildings included, though it is undoubtedly difficult to arrange for proper ventilation, and heating is poor with any system except hot water. The basement must be absolutely dry and the walls damp proof. It must be well lighted and heated. The janitor's entrance should be ample to provide for additional entrance to lecture room. A vault is desirable, and should be provided off the storeroom if possible. Disinfecting closet is ordinarily in the basement. All rooms should open into a hall. Entrance through other rooms should be avoided.

Main Floor. The main floor, except for librarian's room, should be one large room, with vestibule and office enclosed, but may be divided by book cases, periodical cases, etc., into spaces as given under Size with minimum number of square feet as indicated.

F L O O R S

Main Floor. The best floor covering within the means of a small library is undoubtedly the corticene or cork carpet noted above. Matting and ordinary carpets are objectionable because they accumulate and scatter dirt, and will not wear. The hard-

wood floor is desirable except for the noise. The best quality of plain cork carpet, without a pattern, costs about \$1.10 a square yard and is extremely durable, easily cleaned, and practically noiseless. It is important to secure the best and thickest quality without pattern. This should be used for the entire first floor and all reading rooms, delivery rooms, etc. It is not necessary to have hardwood floor under it. Some of the new libraries have the cork carpet with narrow border of hardwood at the edges. Opinions differ in regard to the treatment of cork carpet. The usual recommendation is to refit it after it has been on the floor a few days, and to oil with boiled linseed oil and turpentine in equal parts *before being used*, and once or twice each year, after a thorough cleaning. Some places report better success without the use of oil, but the carpet must be refitted before use.

Basement. Cement floors should be co-extensive with the building. In club-rooms, class-rooms, audience rooms, etc., the sleepers for hardwood floor should be laid on cement floor to provide air space between floors; on these sleepers a lining floor of common boards; and between this and hardwood floor, waterproof paper. Almost without exception, basement floors have bulged where this has not been done. Dampness in basement is the cause of some of the greatest problems of buildings (use of basement in summer being frequently impossible because of dampness), and is largely, if not completely, avoided by use of concrete floor throughout.

HEATING AND VENTILATING*

A central heating plant for public buildings, or connection with city plant will prove most advantageous. When the large library must provide its own plant, a separate building is desirable. A hot water system is generally considered better than steam, as it is more easily regulated in mild weather and costs less to operate. Initial expense is about a third more, and it requires more radiating space. It is likely to freeze if neglected in cold weather, and will do a great amount of damage if it does freeze.

Furnaces are never satisfactory for heating the basement, and seldom for the first story, except in mild climates, but they are recommended for very small buildings (\$5,000 or less) which are not open every day, nor all day. They require less care, are free from danger of freezing, and are cheaper to install.

Blast heating by means of a fan blowing air through steam coils gives the best possible heating and ventilating system, but cost of installation and operation seems to make this system out of the question for buildings costing under \$25,000.

A great improvement can be made by making the boiler room lower than the rest of the basement, so that the water line in the boiler is lower than balance of floor: the radiators may then be set on the floor instead of being hung from the ceiling.

Satisfactory heating of the basement is by no means easy. It is impossible with hot air, and frequently impossible with steam.

Radiators should be placed to allow as much unbroken shelving as possible, and should be painted with aluminum paint, or to harmonize with wood work or color scheme, thus being made less obtrusive. Where they are within 10 inches of the shelving, they should be covered with metal shield and hood lined with asbestos. Shelving over radiators is, however, never entirely satisfactory and space would be better used for bulletins.

Stacks of coils or pin radiators may be placed in convenient closets in the basement, connected with the outside air, which after passing through the radiators, can be admitted either to the basement or first story, with heated vent pipes in basement and fireplaces in first story. This will give a fair system of ventilation and can be installed at an expense that is permissible in buildings costing \$10,000 and over. Such an arrangement would cost less than hot water, and is better.

Suspended radiators add to convenience in fitting cork carpets and in cleaning.

Ventilators can be placed in ceilings of first story and the air exhausted by means of an electric fan, through the roof, or in the basement through a special vent flue.

Good ventilation is essential and is most unusual, the chief criticism on buildings being the lack of a proper system. It is usually out of the question to have any system of forced ventilation in a small building, and it becomes necessary to depend entirely upon flues, windows and fireplaces, which are desirable for ventilation, heat and

* Mr. Louis W. Claude of Madison, Wis., contributed notes on heating and ventilating.

attractiveness. The windows should be easily opened and should slide up and down and not swing on hinges, or operate with transom rods, or chain fastenings.

PLUMBING

One objectionable feature is the public toilet room. It has invariably proven a great nuisance, and is so generally closed after short experience with it, that the expense of putting it in is considered unwise. Under no circumstances should a toilet room be put on the main floor.

Economy in plumbing will make it necessary to avoid pipes in many different parts of the building. There should be running water in the janitor's room, librarian's room and work room. Possibly, also, in or near the children's room, as it is often necessary to ask children to wash their hands before handling books. Some libraries have the cabinet wash bowl built in with the shelving in the children's room. Wash bowls for these rooms should always be placed where they can be overlooked by the attendant.

LIGHTING*

Good natural light is the first essential in a library building. High windows, extending to the ceiling, are desirable for light, and enable increased shelving capacity. Low windows should be used only at the front, or on the one side of the building which has the most attractive outlook. Windows at sides and rear of buildings are usually high enough to allow for wall shelving underneath. 7' 2" is the minimum height for this purpose, and 7' 6" the maximum. Windows are placed at the rear of the building, or at the rear of the book room, wherever that may be, in proper position for lighting the aisles between floor cases when the library is shelved to its fullest capacity (See plans VI and X). As these aisles should be from 4' to 5' wide for access to shelves, and a minimum of 3' for close storage, the future purpose of the room must determine the placing of windows. These windows should not run to the floor (see interior of plan XII), but they cannot be high enough in the rear walls for standard shelving of full height underneath (see view in plan XVII), if they are to light alcoves in a small library, with 13', or less, between floor and ceiling. The best light for the loan desk usually comes from these rear windows, which should, therefore, extend to the ceiling. The light will not carry over 30'. Large panes of glass are better than the diamond panes, which are so attractive in many of the illustrations. A skylight is not recommended; it usually leaks, cannot be kept clean, and makes the delivery room too hot for comfort during the summer months.

Prism glass may be used for sides or rear windows when it is necessary to carry light a great distance, or when light is insufficient on account of obstructions, lack of space, etc.

Electricity gives the best artificial light. Aisles between book cases must be well lighted in the center. There should be case lights (also spoken of as shelf lights or bracket lights) above the wall shelves, projecting enough to light bottom shelves, for each 6' of shelving, and some special kind of over-head light for reading purposes. Fixed table lights have been very generally used, but when the proper kind of diffused light may be had, they are not necessary. The most usually noted disadvantages of table lights are that they necessitate fixed position of furniture (which is not particularly objectionable except in increasing the difficulties of cleaning the floors), make it impossible to shift the tables for better light, and to distribute the wear of a carpet. Where both over-head and table lights are used, the over-head lights are often turned out for reasons of economy, and the library has a gloomy, uninviting appearance. The only valid objection to them is the fact that they are not entirely satisfactory for reading.

It is claimed that a diffused, even light from above is better for the eyes than concentrated, shaded light from the side. The lamps used for over-head light are either Nernst or incandescent. The chief objections to the Nernst lamps are expense of installation, the fact that they cannot be used with ordinary fixtures, and require the frequent services of an expert, unless they are maintained by the local electric company. They can be used with alternating current only.

Tantalum and Tungsten lamps are improved incandescent lamps, differing from the ordinary incandescent in the material and arrangement of the filament. They may be used with either alternating or direct current, do not require the services of an expert,

* The notes on Nernst, Tantalum, and Tungsten lights were furnished by Miss Katherine L. MacDonald of Madison, Wis.

and give more light for the same amount of current. The Tantalum gives about twice as much light as the ordinary incandescent, with the consumption of the same amount of current. The limitation of the Tantalum lamp is its sensitiveness to high voltage. In the alternating system it is not so satisfactory with large circuits as its life is imperiled, but with a 60-circuit system it works admirably. The Tungsten lamp is not so sensitive to current, but must be set vertically and must be kept in this position. It is so delicate that it must be packed and transported with the greatest care. The light is brilliant and white, and is said to be nearest to sunlight of any artificial light yet produced. The Tantalum light costs somewhat less than the Tungsten. Either of these lights would be desirable, as improvement in lighting seems to be advancing along the line of the incandescent. If something better is evolved it can be inserted in the same socket, and modifications in the system of wiring will not be required.

The Holophane glass globes increase the efficiency of the light and diffuse it so as to make it soft, even and pleasant. The spherical globes which enclose the lamps entirely, decrease the light twenty per cent. The greatest efficiency of light is secured by grouping the lamps in bell-shaped globes under flaring reflectors of the same glass.

Lights should never be planned for purely decorative purposes, as library funds will not permit such use. This applies particularly to lights around cornices and at the base of the dome.

Fixtures should be plain and substantial. The table and case lights should have green transparent shades, those for the case lights covering the upper part only, in the form of reflectors.

The building should be wired so that lights may be operated for the first floor from a central switch board at, or near, the loan desk, and the ceiling lights for each room should be on a separate switch. Three point switches should be used for entrances, stairways, etc. Table and case lights should be operated separately. In the stack or book room, lights between cases should be operated separately for each aisle. The switch for the hall and porch lights should be in the vestibule and should be operated with a key, to prevent manipulation by the public. The switch-board in the audience room should be so placed as to be controlled, during an illustrated lecture, by the operator of the lantern. It is economy to provide a sufficient number of switches for independent control of each part of the library.

W A L L S

Walls and ceilings of sand-finished plaster should be sized and tinted with water color, and should harmonize with the wood work. Exposure must determine color to be used, as dark colors absorb light, and light colors reflect it. Green, yellow and terra cotta tints are desirable. A light brown, or tan, shade makes a restful, unobtrusive wall. The ceilings should be light in color to reflect light onto the reading tables. There should be but one wall color used in the small library. No decoration is necessary aside from tinting. The lower part of the walls will be lined with books, and the few blank spaces will probably be used for pictures or casts. Walls behind shelving which is not backed, should be painted with three coats of oil paint the color of the shelving. Moulding should be provided, and in all low rooms cornice moulding should be used. A frieze of certicene or burlap above the low cases and over the radiators will give a good background for pictures.

S H E L V I N G

The shelving, including periodical cases and all other wall cases, is usually built by the contractor, though special shelving is made by firms, which deal in library furniture. It is unnecessary for small libraries to buy patent shelving or to go to the expense of having shelving made outside of the contract. Plain wooden wall shelving is better than any other, and as good as metal shelving for the double-face floor cases. It is not necessary to have solid hardwood shelves, but facing should be the same as other finish wood. Library shelving must be built according to standard measurements and should be finished square on the edges. Upright, base, and cornice should be finished flush on edges, and there should be no projections on which the books may catch. A projecting base becomes very unsightly. The shelves need not be backed except for the sake of appearance. All shelving should be fitted into the casing and cornices. The length of the shelves should be uniform throughout the library, so that they may be interchangeable. Wall shelving should be the same height throughout, as

the rooms may eventually be used for different purposes, and because a broken line detracts from appearance. The shelving in the children's room may have cupboards or bulletins fitted in above the five or six shelves which the children can easily reach. It is not necessary to make all the shelves movable, but they must be made so in the reference room, and possibly in one section or case of each of the other rooms, to accommodate large books in the classes to be shelved in these rooms.

The usual faults of shelving are: Making the shelves too long, so that they sag with the weight of the books; making them too high, so that the upper shelves are not easily reached; projections against which the books catch; and poor shelf supports.

Cases are usually built seven shelves high. Each section or space between uprights should not be over 36" long, and less than that is preferable, especially in cases for heavy books. Shelving is ordinarily made of 1" lumber finished to $\frac{7}{8}$ " with uprights of $1\frac{1}{2}$ " and 2" lumber. In fixed shelving there should be a space of 10" clear between shelves, the depth not to be over 8" except for reference books. The base should be 6" high; the cornice about 4". This will make 7' 2" for a seven-shelf case. Space 7' 6" is preferable allowing one or two higher shelves. Movable shelves should be built on the same measurements. The best supports are good-sized metal pins, fitting in a double row of holes in the uprights and in the slots on the under side of the shelves. The holes in the uprights should be about 2" from each side and 1" apart. Care should be taken to have holes bored in all uprights on exactly the same measurements. They must be placed to allow the 10" spacing noted above. This shelving will serve for all but the reference room. Some wall cases with ledges and space for over-size books are necessary in this room; also sections for dictionaries and atlases, which are best shelved on their sides, and for which roller shelves are desirable. The movable shelves for reference books should be built with a fixed ledge 36" from the floor, the shelves beneath the ledge being deeper than those above, and none of them over 30" long. The case should be about 9" deep above the ledge, 18" at the ledge, and 12" below it, with the fixed ledge of $1\frac{1}{2}$ " lumber. Case should be 7' 2" high, like all the shelving.

There should be movable shelving in the librarian's room, supplemented by storage and coat cupboards with locks. If special, low shelving of six shelves is desired for the children's room, it may be built 6' 3" high, with 6" base and 4" cornice. The double-face floor cases for the book room should be built according to the measurements for wall shelves, with double depth, and may have paneled ends. It is not necessary to put in backing, as it cuts off light and air, but it is essential to use strips or partial backing to prevent books sliding through (See plate Va for interior view showing bookcases with low windows, plate VIa for cases under windows, plate VIIIb for cases used as partitions, and plate XXc for patent stack).

Periodical cases should be built in as part of the wall shelving in the reading room. Pigeon holes may be used to store back numbers, provision being made in lower shelves for large-size magazines. These pigeon holes should have a space of about 4" clear between shelves of $\frac{1}{4}$ " stuff, with a semi-circle cut out of the front edge. They may be 8" deep and 10" wide. The current magazines should be kept in a sloping case, which may be built above the pigeon holes or cupboards, or as a separate case (see plates Vb, VIa, XIVc and XVIIIId). Library Commissions can usually loan excellent plans for these cases.

Every available foot of wall space should be utilized for shelving either between or under the windows.

Double-face cases in main book room should not extend to the rear wall, but space for aisle should be left at end of cases.

LOAN DESK

The loan desk must be carefully planned. It should have drawers to hold borrowers' cards, applications and supplies, as well as the loan desk money. In a small library a flat top desk will serve, but if the circulation is large, it would be better to have a higher, larger desk, possibly octagonal, with a small opening at the rear; or, if an open desk, the space at the rear will be closed by table or catalogue case. It is more convenient for the loan desk worker to have the borrowers kept at a distance. The desk should be from 24" to 30" wide, and not over 40" high. The top should be flat, should project beyond sides and should have plate glass cover in center. It will be about 10' wide, outside measurement, and have 6' clear space inside (large enough for book truck and chair and for two or more persons to work with ease). The drawers, shelves and cupboards must be carefully built according to measurements furnished by

State Commission, or by some other library. The sunken charging case is not generally considered desirable. The top of the loan desk will be used in small libraries for catalogue cases, slip cases, and charging cases which should be movable (see view in plate VIa for closed loan desk and plate VIIIb for open desk).

FURNITURE

Priced lists of furniture are given in the notes to plans XIII and XVIII. It is not the purpose of this pamphlet to go into details in regard to furniture, but a few suggestions are offered. All of the special cases are usually included in the building contract for small libraries. They must be made to order for any building, and plans should be secured from the State Commission.

Tables. Long tables are undesirable; numerous small tables seating six people are better, as they are more easily moved, readers are more comfortable, and order is better kept. 30"-36" seating space should be allowed for each grown person. Tables for adults may be from 5½' to 6' long, 3' wide and from 30" to 31" high, seating six persons. It is best to provide some of each height. Tables for public reading rooms should be without drawers, as the drawers will be used for waste baskets. A few round tables (4' in diameter) add to attractiveness, and are better adapted for quiet study. Sloping-top tables and reading desks are not as much in favor as flat-top tables. Foot rails and solid ends are to be avoided, because they soon become marred and unsightly. Deep side pieces are uncomfortable for readers who wish to draw near to the table.

Three sizes of tables should be provided for the children's room. They may all be from 5½' to 6' long and 3' wide, but should differ in height, being 22", 26", and 28" high. If round, they may be 4' in diameter.

Chairs. It is necessary to have strong, light-weight chairs which will be easily kept clean. Bent-wood chairs have these good points, but they are not very ornamental, and not so comfortable as some of the wooden chairs of different shape (see plates IVb, VIIIb). Arm chairs are a nuisance at reading tables, but a few should be provided for readers not at the tables. The addition of one or two rocking chairs will bring comfort to some readers, but they are not practicable in a crowded room. Unless there is a cork carpet, all chairs must be provided with rubber tips. Cup-shaped tips fitting over the leg like a cap, and the style which is inserted in a hole bored in the chair leg, are not durable. The rubber companies furnish, at reasonable prices, tips which are screwed into the leg.

Chairs for children's room should be in three sizes, to suit the height of the tables, the seats 14", 16" and 17" from the floor, with back and depth of seat corresponding—not large chairs cut down.

Revolving chairs will be needed for the loan desk and librarian's desk and folding chairs for the lecture room.

Newspaper rack. See views in plates XIb and XVIIc.

Sloping cases. Sloping cases are useful for displaying new books and selection of good books, and for receiving books returned to the librarian's desk (see view in plate VIIb).

Dictionary and atlas shelves. Patent stands are unnecessary. Shelves of special size designed for this purpose may be built against side walls or under windows. They should have sloping top with strip at edge to prevent sliding. Roller shelves in reference case will be suited to other large books. Folio case should be furnished.

Book truck. The truck will be indispensable for carrying returned books to the shelves, and for the use of the cataloguer working on new books. It should be rubber tired (see plate XVIIb).

Photograph cases. Photographs are well cared for in large drop front file cases bought from office furniture houses.

Catalogue cases. It is assumed that every library will have a catalogue on cards, which will be filed in cases for the use of the public. Tray cases are best. The base may be a cupboard, table, or folio case for over-size books. Catalogue cases cannot well be made locally, and the State Commission should be asked about merits of the various kinds. Separate cases may be provided for catalogues for children and adults (see plate XVIIb).

Bulletin boards. Bulletin boards are necessary for posting lists of new books and books upon special subjects. They may be filled into spaces over radiators, shelves, periodical cases, and book bins. They may be covered with corticene or burlap,

preferably corticene, as it makes a good background and does not show tack holes (see plates VIa, XIVc).

All furniture, except catalogue cases, office desks, tables, chairs and book trucks, is usually made locally for the small library which has limited funds. Some library supply houses make specially designed, attractive furniture. It would be well to send for furniture catalogues. Addresses of manufacturers will be sent by the State Commissions.

The following typical list of furniture for a small building may prove useful. The only criticism which might be made would be that of too great economy, cheap furniture being unsightly as well as unprofitable as an investment. The prices are those quoted by furniture houses in the Middle West, and the list contains everything not in the building contract.

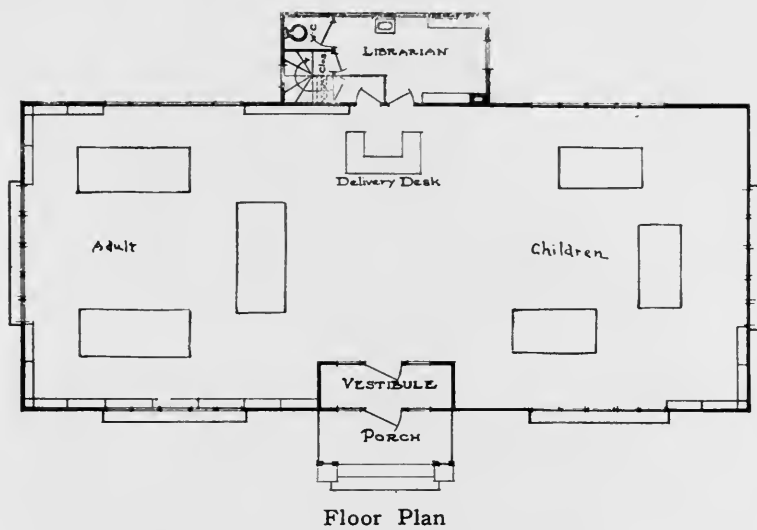
TYPICAL LIST OF FURNITURE

Basement—	
100 folding chairs at \$9 per dozen	\$75.00
Lecture room—	
1 lecture desk 50"	14.00
1 lecture arm chair	4.50
Class room—	
2 tables 3'x5' 6", 30" high at \$13.50	27.00
1 dozen bent wood chairs	20.00
Work room—	
2 common wood chairs at 50c	1.00
1 work table pine top, drawers	2.75
Children's room—	
1 table 36"x66", 22" high	13.50
1 table 36"x66", 28" high	13.50
6 chairs 14" high	10.00
6 chairs 17" high	10.00
Reading and book room—	
3 tables 36"x66", 30" high at \$13.50	40.00
1 revolving desk chair	9.00
1½ doz. bent wood chairs at \$20	30.00
1 base for catalogue case	20.00
3 bent wood arm chairs at \$5	15.00
2 rockers at \$7.50	15.00
Reference room—	
1 round table 60", 30" high	24.00
1 table 36"x66"	13.50
5/6 doz. bent wood chairs at \$20	16.67
Librarian's room—	
Rotary desk chair	9.00
1 roll cr flat top desk at \$15	15.00
1 work table white top, drawers	2.75
1 bent wood chair	1.83
Miscellaneous—	
100 shelf label holders	7.50
100 book supports	7.50
1 book truck	25.00
1 umbrella rack	10.00
1 newspaper rack	10.00
1 catalogue case at \$4.00	} 32.50
1 catalogue case at 7.00	
1 catalogue case at 9.50	
1 catalogue case at 12.00	
	32.50



East Side Branch Library. Portland, Ore.
Cost \$2,611.

Ia



Interior
East Side Branch Library. Portland, Ore.

EAST SIDE BRANCH LIBRARY

PORTLAND, ORE.

ARCHITECTS—Doyle & Patterson.

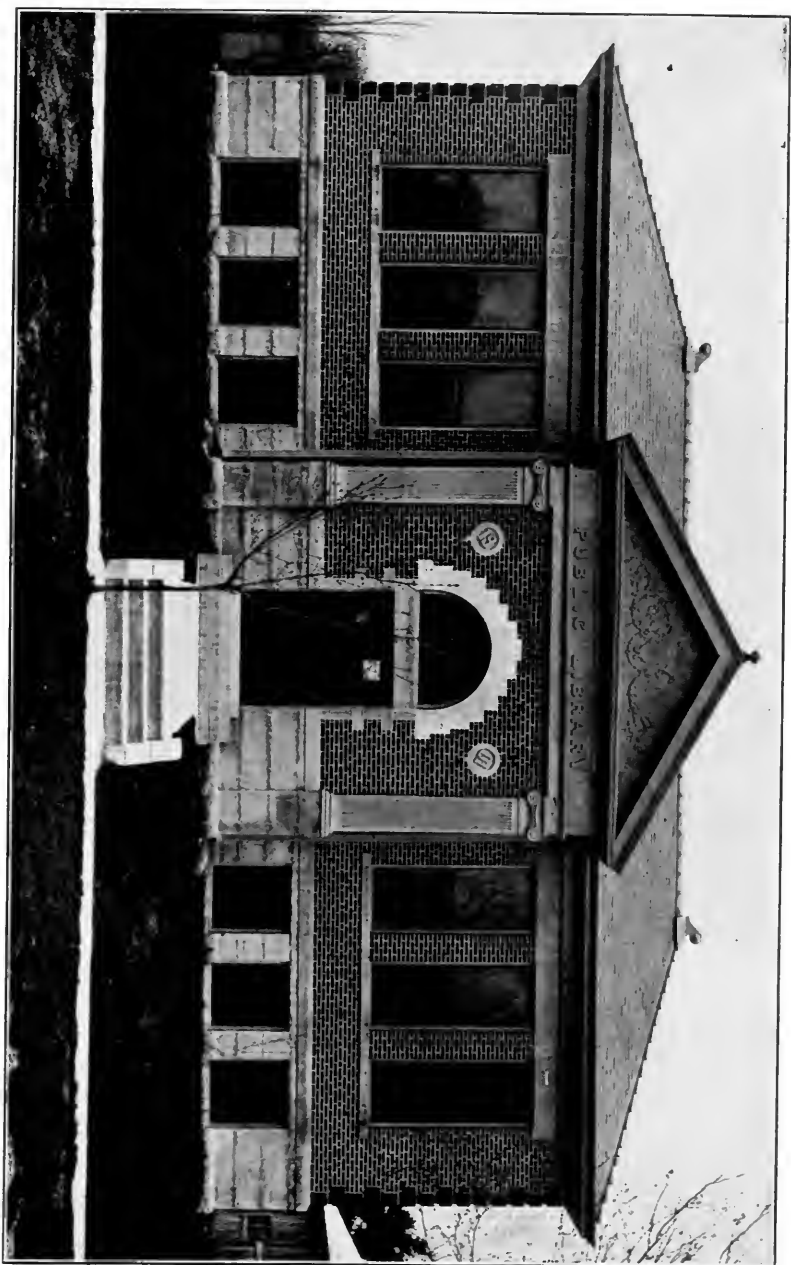
COST—\$2,611.90 for complete building (including plumbing, warm air heating, hardware, electric wiring and fixtures, shelving, magazine case, delivery desk and umbrella stands, grading, cement steps and walks, and architects' commission. Cork carpet not included.

CONSTRUCTION—Entirely of wood with concrete footings.. Basement large enough for heating plant and fuel storage only. Exterior of shingles 9" to weather and wide boards 10" to weather, stained in grey brown, sash and doors painted cream white. Interior of wood, wide boards with battens forming panels, stained light grey. No plastering in building.

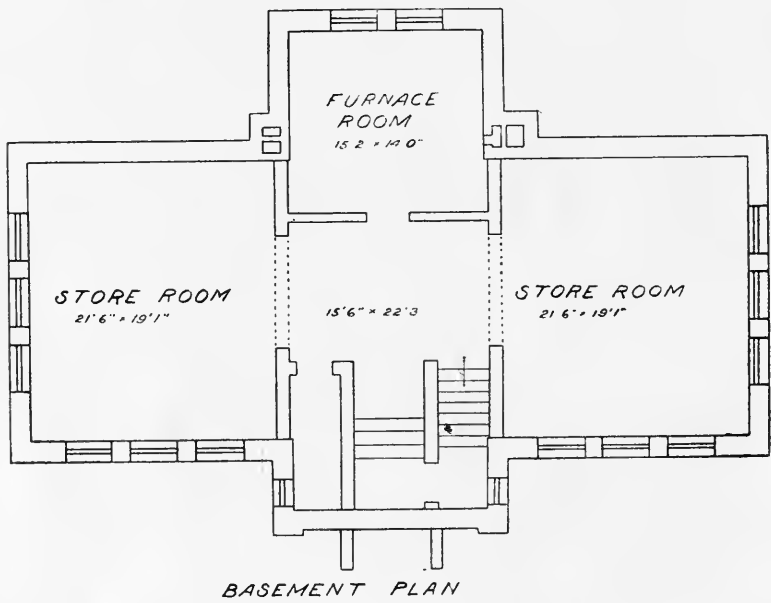
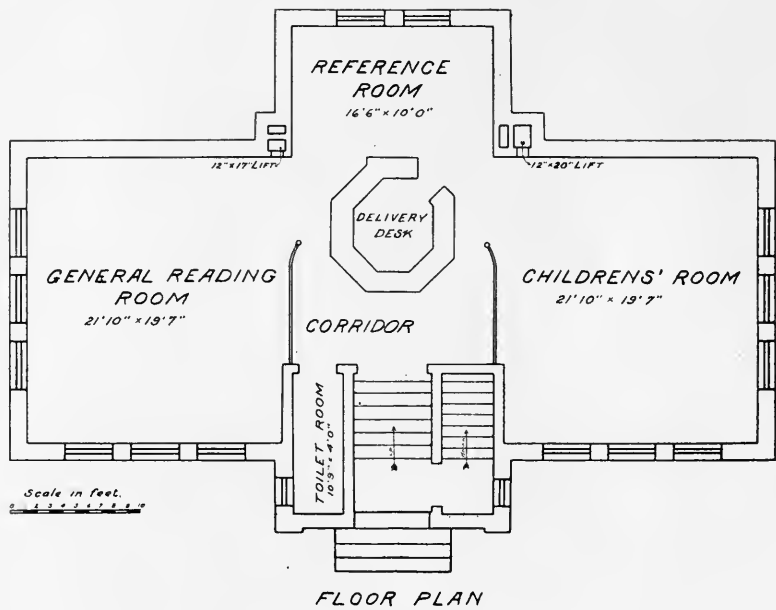
DIMENSIONS—30'x70' with extension 8'6"x20' on rear for stairs, toilet and librarian's room. Ceiling 15' high in clear.

CAPACITY—About 5,000 volumes, will seat comfortably 125 people.

NOTES—The light is particularly satisfactory because the room is lighted on four sides, and with shades of a good green, which are attractive inside against the soft gray finish of the walls and outside against the brown shingle, the light can be tempered. This building is particularly adapted to this locality where the weather is always mild. The cork carpet deadens the noise so effectually that the grown people have not been disturbed by the children. The furniture cost very little and was made by local carpenter. It is Oregon fir, stained a good brown, and the chairs match it. Strong well shaped chairs with wooden seats were \$22.00 per dozen. Kindergarten chairs for children were \$10.00 per dozen. There are three children's tables and three tables for grown people and many extra chairs about. Fixed shelving is built in and is 7" deep, except for reference books where it runs to 9" or 10" and is from 8" to 10" clear between shelves. New shelving will be run around the room and short book cases, dividing the room, will be used later.



Henry Henley Public Library. Carthage, Ind.
Cost \$6,500.



Henry Henley Public Library. Carthage, Ind.

HENRY HENLEY PUBLIC LIBRARY

CARTHAGE, IND.

ARCHITECT—W. S. Kaufman, Richmond, Ind.

SOURCE—\$3,385.30 in gifts of from \$1 to \$1000, balance from taxation.

COST—\$6,500. \$500 necessary to complete unfinished basement. 11c per cubic foot. Contract \$4,000, Heating plant \$150, Light fixtures \$50, Plumbing \$30.10, Wooden shelving \$200, Loan desk \$67.50, Shades \$15.45, Decorating \$42.52, Grounds \$197.96. Furniture made locally. Tables \$8.00, Chairs \$26.00.. Revolving shelves and special furniture \$20.

CONSTRUCTION—Brick with stone trimming; slate roof. Heated by furnace; lighted by gas; wall shelving only.

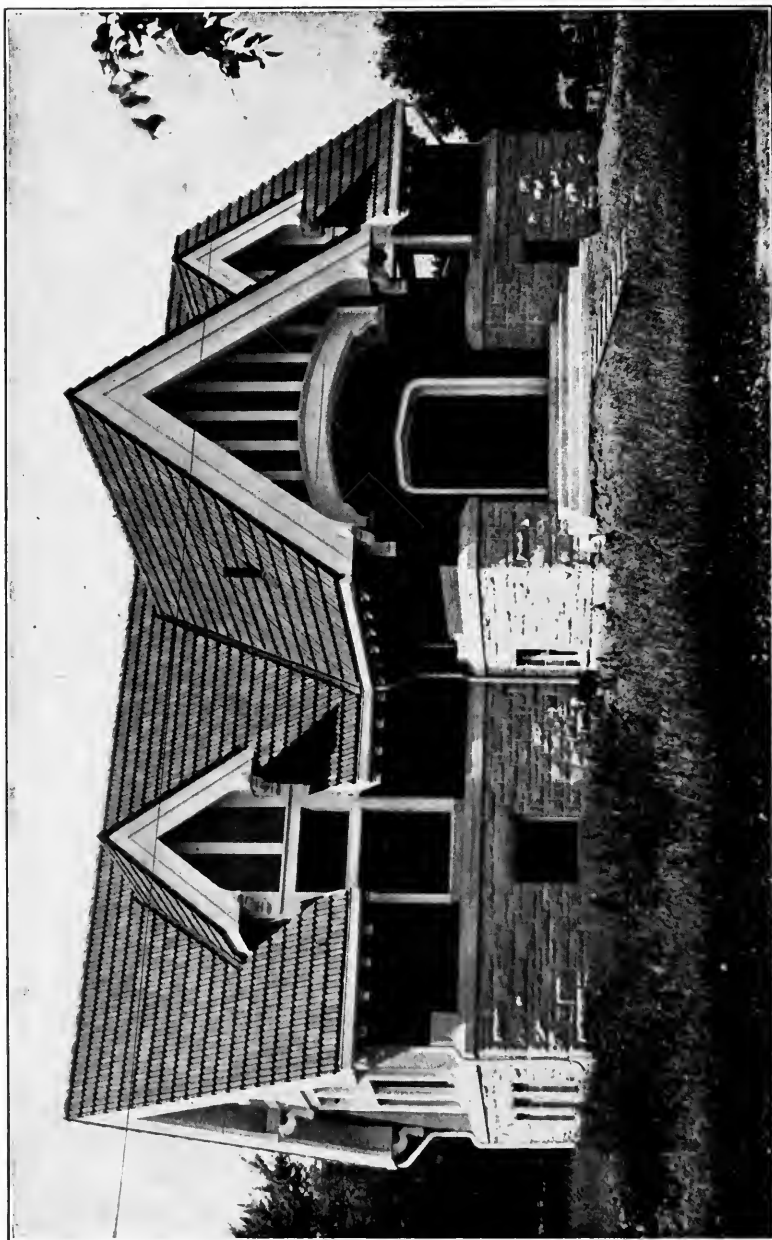
DIMENSIONS—58'8"x40'2", Main floor 13', basement 8' high.

CAPACITY—11,000 volumes. 4,000 each in reading room and children's room; 3,000 in reference room.

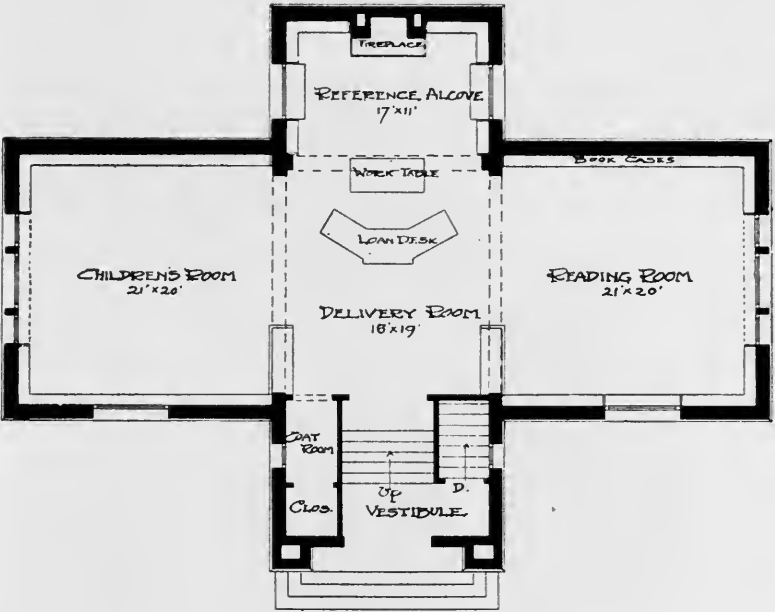
PROCEDURE—No competition. "Best results can be had by employing an architect familiar with library construction."

NOTES—Arrangement satisfactory. Need more secluded place for students and for reference work.

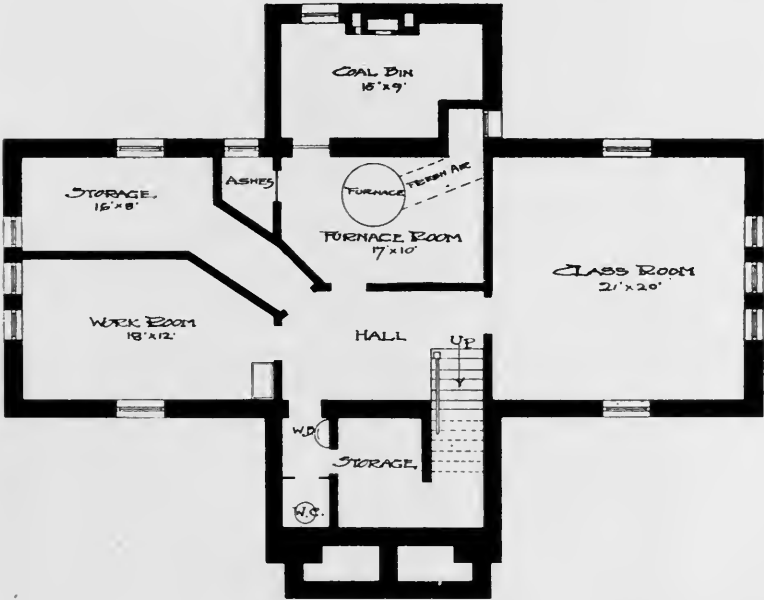
EDITOR'S NOTES—Toilet room should be in basement and space used for coat room and storage (see plan III). Shelving probably around all walls except front where windows are low. Loan desk is practically librarian's office and needs shelving and closet room. No private room for Board or Committee meetings except in basement. Compare with plan III for basement stairway and storage room. Think shelving capacity may be over estimated.



Public Library, Durand, Wis.
Cost \$7,500.



FIRST FLOOR PLAN
SCALE $\frac{1}{8}$ " = 1 FT.



BASEMENT PLAN
SCALE $\frac{1}{8}$ " = 1 FT.

Public Library. Durand, Wis.

PUBLIC LIBRARY

DURAND, WIS.

1907

ARCHITECTS—Claude & Starck, Madison, Wis.

SOURCE—Andrew Carnegie, \$7,500.

COST—Finished building, \$7,761.17, 14¾¢ per cubic foot. Contract \$6,715.47 (including shelving), Heating plant \$348.76, Light fixtures \$130.08, Cork carpet \$165.32, Architect's fee \$242.84, Furniture \$158.70.

CONSTRUCTION—English Gothic architecture. Local red brick with Dunville stone foundation and trimmings; gables timbered and plastered with rough cast; red tile roof; plate glass. Building harmonious in color and proportion. Interior is yellow pine. Cork carpet over pine on main floor. Basement floors pine and cement. Hot air furnace. Excellent natural light. Nernst electric ceiling lights. Fireplace aids ventilation. 72" adjustable wall shelving in all rooms, special reference case in rear room. Cupboards with cork covered bulletins over children's shelves. Walls tinted light brown. Woodwork, chairs and tables stained like weathered oak. Library practically one large room. Very attractive and satisfactory.

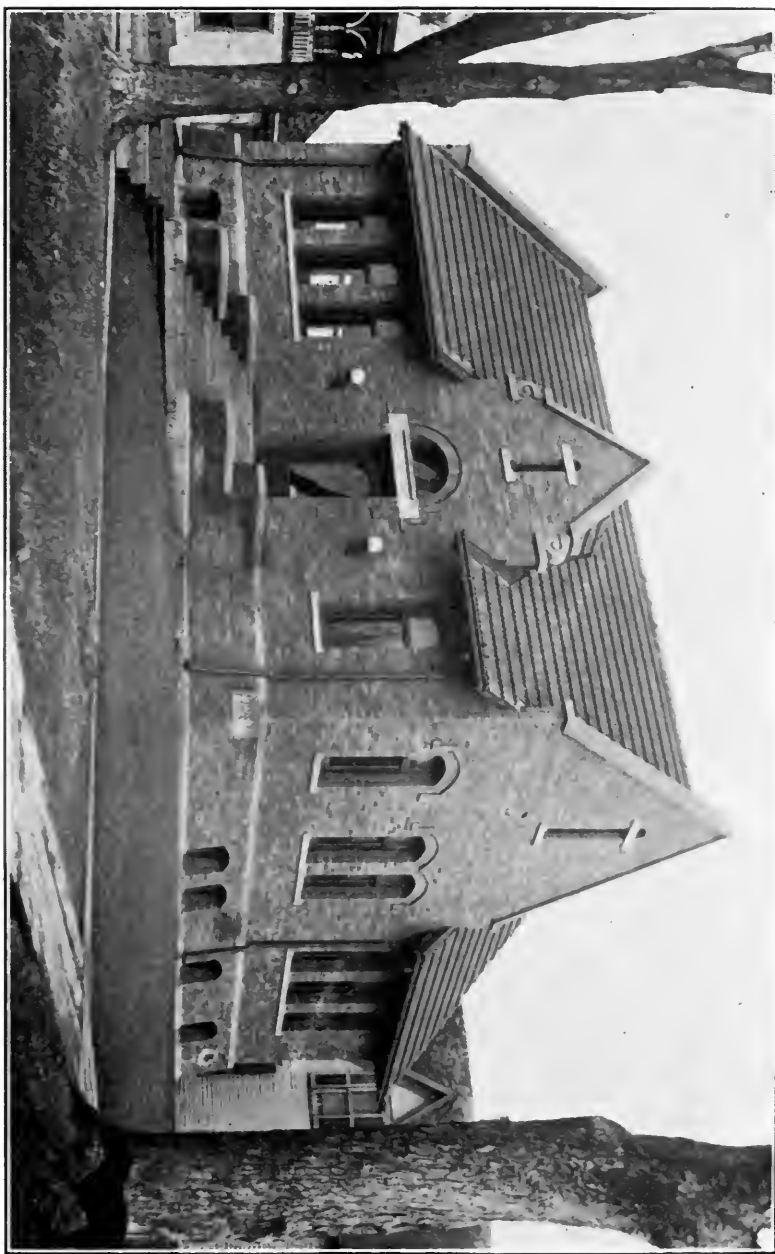
DIMENSIONS—61'6"x22'6". Extensions: front 12'x18'6", rear 11'x18'6". Main floor 12'6" high; basement 10'.

CAPACITY—4,100 volumes. Seating capacity, 24 on each side, 6 in reference corner.

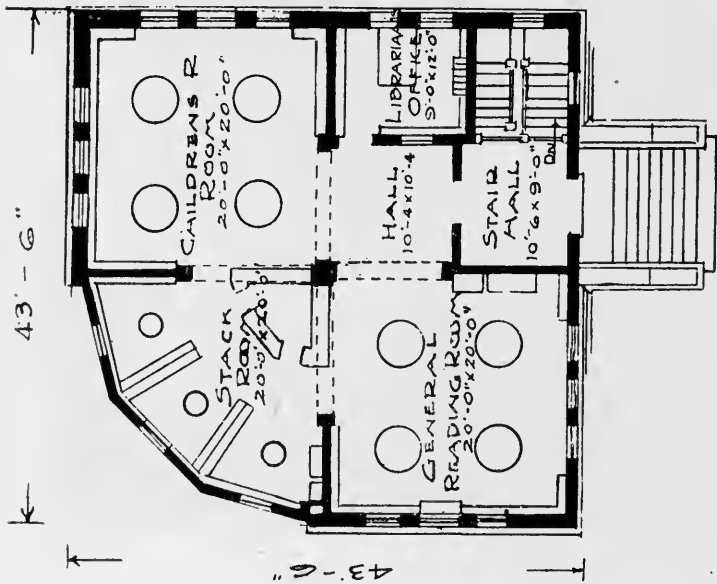
PROCEDURE—No competition.

NOTES—Inside woodwork should be better. Hot air furnace a mistake. Basement cannot be heated. Advise hot water.

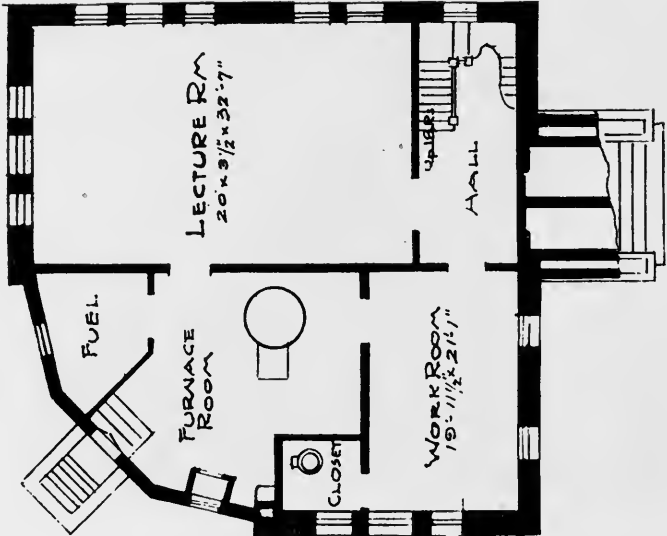
EDITOR'S NOTES—Suggest high windows in rear walls if plan permits, as rooms should be lighted from this side. Windows at rear of reference alcove would be better than at sides.



Public Library, West Liberty, Ia.
Cost \$7,954.



FIRST FLOOR PLAN



BASEMENT PLAN

Public Library. West Liberty, Ia.



Delivery Desk and Book Room



From Reading Room, showing Entrance
Public Library. West Liberty, Ia.



From Children's Room
Public Library. West Liberty, Ia.

FREE PUBLIC LIBRARY

WEST LIBERTY, IA.

1905

ARCHITECTS—Patton & Miller, Chicago.

SOURCE—Andrew Carnegie, \$7,500.

COST—\$7,954.58, including furnishings. Work room and assembly room in basement left unfinished. Estimated cost for completion \$350. Cost per cubic foot, 15c. Contract \$6,850.20 (including plumbing, heating, ventilation, electric wiring).. Light fixtures \$125, Finish hardware \$50, Shades \$12.50, Decorating \$200, Bronze tablet \$25, Architect's fee \$375.58, Tables \$178, Chairs \$71, Other items \$67.70.

CONSTRUCTION—St. Louis golden mottled hydraulic pressed brick with Bedford stone trimmings. Red tile roof. Slow-burning construction. Design very satisfactory. Choice of materials, ideal. Should advise one additional foot in height of wall (if means permit), so that eaves would not overhang windows. Cork carpet is used for deadening sound. Heating is by hot air furnace, ventilation being accomplished by air taken in through an outside duct and warmed by furnace. Lighting electric incandescent. Windows 3 high and 3 low in each reading room, 2 high and 1 low in stack room. Front windows plate glass. Wall shelving and stacks are entirely of wood. Color scheme: walls sage green, ceiling deep cream. Rooms arranged to have all parts in view of delivery desk with librarian's room next to entrance and opening off delivery room for control of entrance.

DIMENSIONS—43'6"x43'6". Main floor 12' high, basement 10'.

CAPACITY—1,700 volumes in each reading room and 2,500 in stack room. Total 5,900. It would be difficult to add to the stack room, but easy to increase either of the reading rooms by extending to the side or to the north. In a small library the architect believes it more desirable to do this than to attempt to increase the stack room, as ample provision is always made for wall shelving in the various reading rooms.

PROCEDURE—Visited a number of small libraries. Employed architect on commission, without competition. Employ the *best library architect* obtainable. Consider *interior* arrangement of primary importance, giving ornamentation of building a secondary place. Seek advice of Library Commission. Study and adopt (in general) suggestions given by them. Do not attempt to get the building *cheap*. Economize on ornamentation. A thoroughly competent architect is a protection to the building committee against unfair prices.

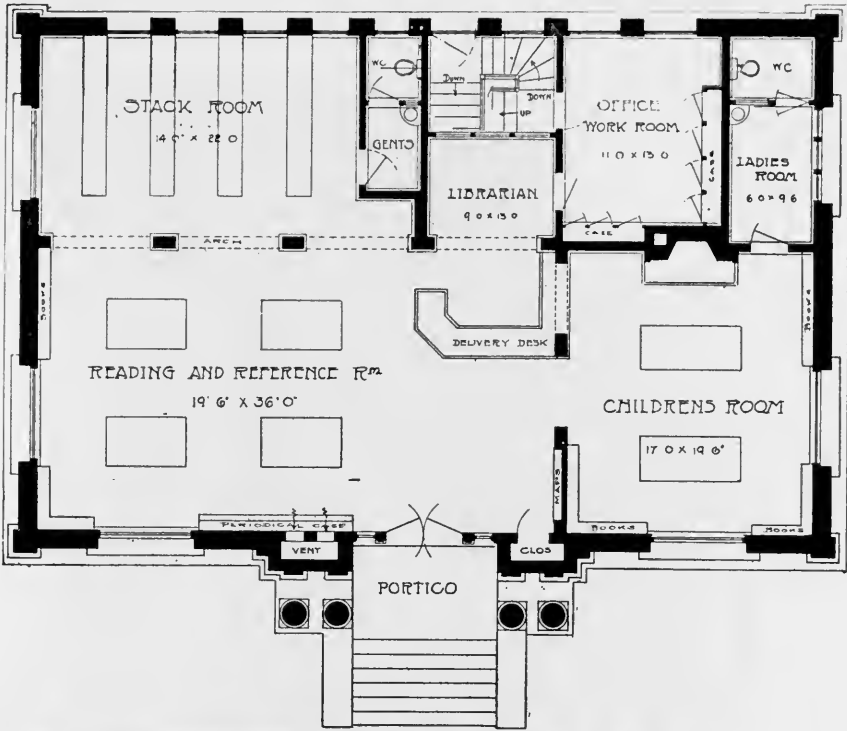
NOTES—To reduce cost a cheaper brick could be used such as the vitrified paving brick and wood shingled roof substituted for the tile roof. Pine used for the finish, and in all, possibly \$1,000 could be saved.

EDITOR'S NOTES—Shape of stack room probably owing to lot. Filling out square would add to capacity and not to cost.. Object to walls between stack room and adjoining rooms. Stack room has too small a capacity to justify use for storage exclusively and should be part of main room. Librarian's office well placed. Position of columns at loan desk objectionable. Architectural features should be improved in any building modeled upon this.



Public Library. Covina, Cal.
Cost \$8,217.

Va



From Entrance
Public Library. Covina, Cal.



Reading Room

PUBLIC LIBRARY

COVINA, CAL.

1905

ARCHITECT—Franklin P. Burnham, Los Angeles.

SOURCE—Andrew Carnegie, \$8,000.

COST—\$8,217. Contract \$7,292 (including all stacks, tables, delivery desks and hardware). Hot air furnace \$150—Electric fixtures \$125—Cork carpet \$300—Architect's fee \$350.

CONSTRUCTION—Outside walls common brick cemented. Flat composition roof. Building considered slow burning. All inside finish, book-cases, desks, tables, etc., of Oregon pine.

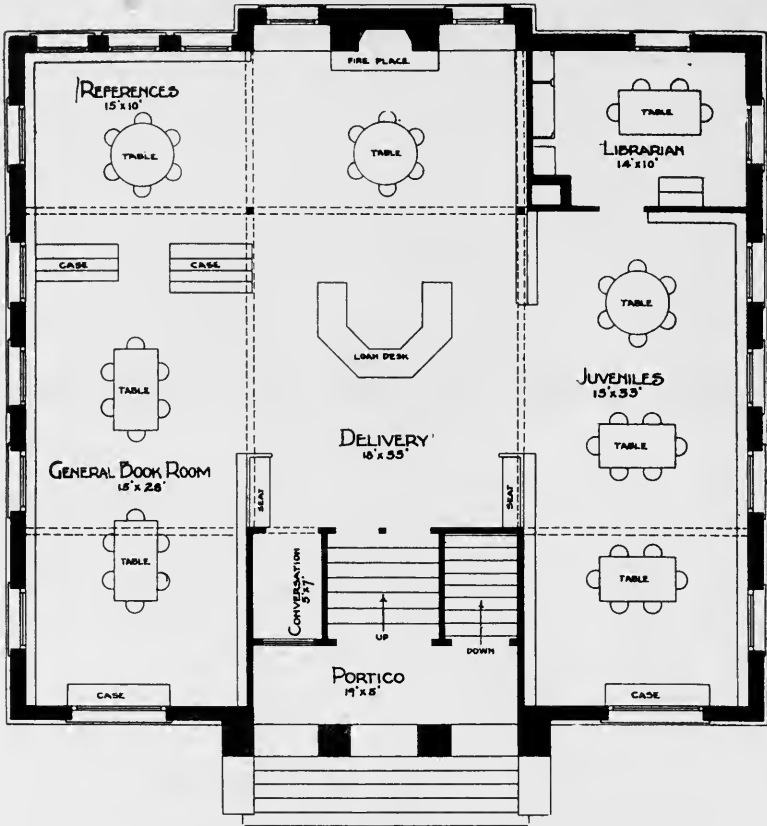
DIMENSIONS—56'x37'. Cellar under entire building 7'6" high. Main floor 5'3" above ground. Reading and children's room 14'6" high. Stack space 7'6" high with 8' attic over same.

EDITOR'S NOTE—Public toilet rooms should not be on main floor. Librarian's room and work room might well be combined with service stairway from it. Extra room in corner resulting from this combination and taking out toilet rooms would make desirable class room. Low windows at sides reduce shelving capacity and make stack room a necessity. Rear aisle necessary in stack room. Position of cases makes supervision impossible.



Public Library. Eugene, Ore.
Cost \$9,645.

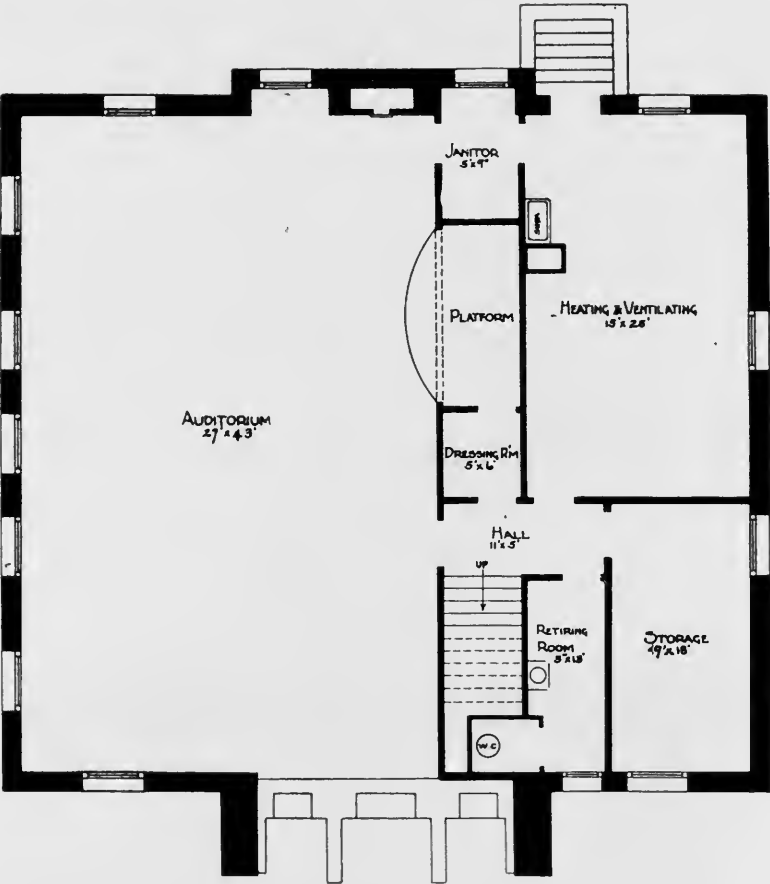
Via



FIRST FLOOR PLAN
SCALE $\frac{1}{8}$ " = 1 FT.



Delivery Desk and Book Room
Public Library. Eugene, Ore.



BASEMENT PLAN
SCALE $\frac{1}{8}$ " = 1 FT.

Public Library. Eugene, Ore.

PUBLIC LIBRARY

EUGENE, ORE.

1906

ARCHITECT—Y. D. Hensill, Eugene, Ore.

SOURCE—Andrew Carnegie, \$10,000.

COST—Finished building \$9,645 (including shelving, cork carpet, periodical case, bulletin boards, and items given below, except furniture). 14c per cubic foot. Heating plant \$600. Plumbing fixtures \$287, Finish hardware \$45, Loan desk \$40, Decorating \$70, Grounds \$260, 8 oak tables \$80.

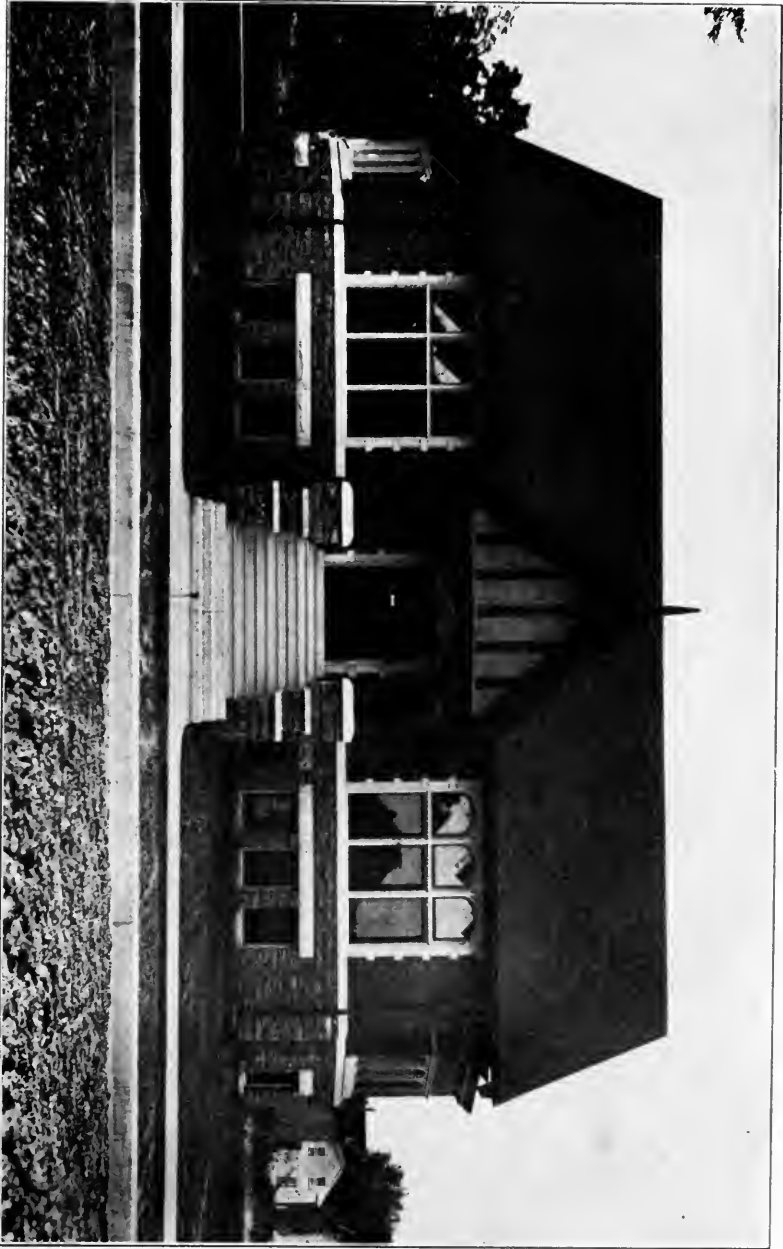
CONSTRUCTION—Mission style. Buff pressed brick, with concrete foundation and tile roof. Slow-burning construction. Interior finish in Oregon pine. Floors doubled and deadened. Cork carpet. Hot water heat. Well lighted by day. Electric ceiling, table and case lights. Fireplace aids ventilation. Wood shelving 7'2" high, movable, with metal pin supports. Wood work stained brown, walls and ceilings in orange and yellow. Effect very good.

DIMENSIONS—50'x45'7". Main floor 13', Basement 9'6" high.

CAPACITY—12,000 volumes. Seating capacity of general book room and reference room 40, of children's room 25. Lecture hall seats 250.

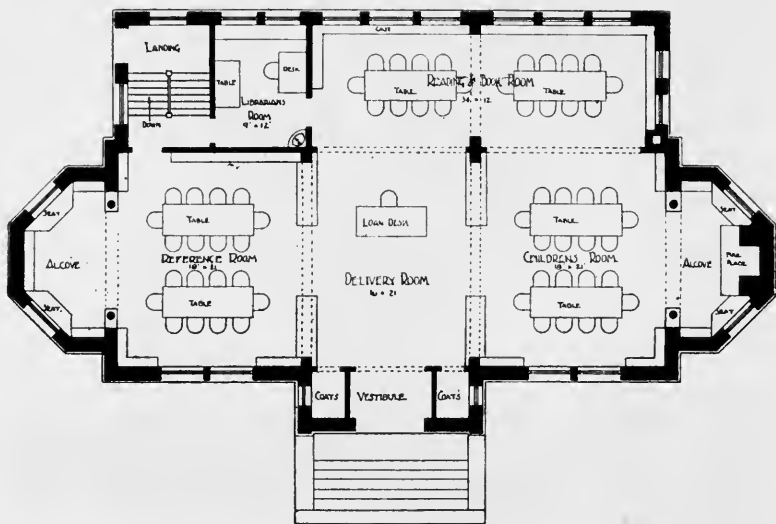
PROCEDURE—Board members informed themselves by consulting with State Commission. Architect engaged without competition.

EDITOR'S NOTES—Entrance to basement is from portico, causing inconvenience to librarian, and being objectionable on account of lack of oversight. Insufficient ventilation. Librarian's room should have low windows, and should be larger. Otherwise, building is entirely satisfactory and most attractive. Perfect from standpoint of oversight and light. Would omit cases between book and reference rooms until necessary. Should have larger conversation room if possible. No room planned solely for book storage—a good point in a small library. Exterior not consistently Mission style. Front windows out of scale with facade.

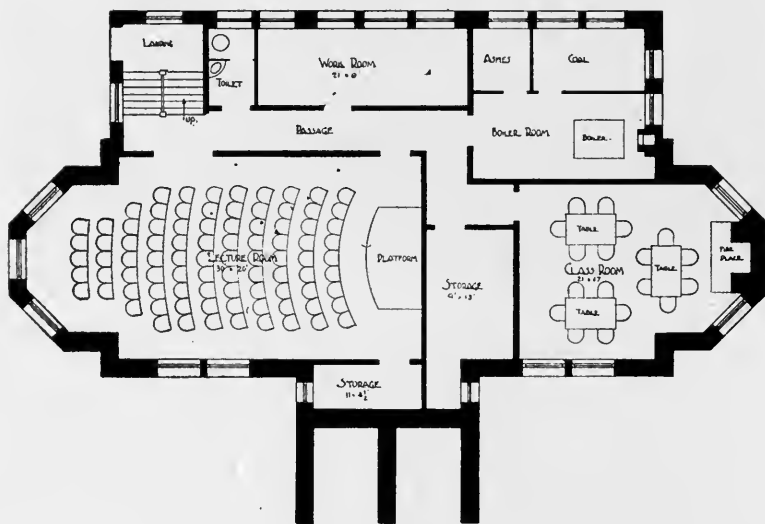


Public Library, Richland Center, Wis.
Cost \$9,721.

VIIa



FIRST FLOOR PLAN
SCALE 1/4" = 1' 0"



BASMENT PLAN
SCALE 1/4" = 1' 0"

Public Library. Richland Center, Wis.



Book and Reference Room, from Children's Room
Public Library. Richland Center, Wis.

PUBLIC LIBRARY

RICHLAND CENTER, WIS.

1904

ARCHITECTS—Claude & Starck, Madison, Wis.

SOURCE—Andrew Carnegie, \$10,000.

COST—Finished building \$9,721.51. 12.7c per cubic foot. Contract \$8,779. Light fixtures \$134.75, Floor covering \$175, Architect's fee \$361.76, Furniture \$271.

CONSTRUCTION—English Gothic architecture. Basement rough local stone. Walls of local red sand-mould brick. Slate roof. Gables timbered and finished with rough cast cement. Interior finish, oak. Cork carpet over pine floor, no provision for deadening sound, basement floors pine. Heated by steam. Natural light: Satisfactory, with low windows at front and sides of building, high at back. Too dark in librarian's room. Artificial light: Electric by table and ceiling lights. Ventilation at bottom of baseboard, cold air duct into heating plant. Ventilation not satisfactory. Regular oak shelving 7'2" high. No patent shelving used. No stacks, special shelving in reference room. Children's shelving low with cork bulletin above. Storage shelves in store room in basement. Extra shelves in librarian's room. No partitions except for librarian's room, which is in rear corner of building.

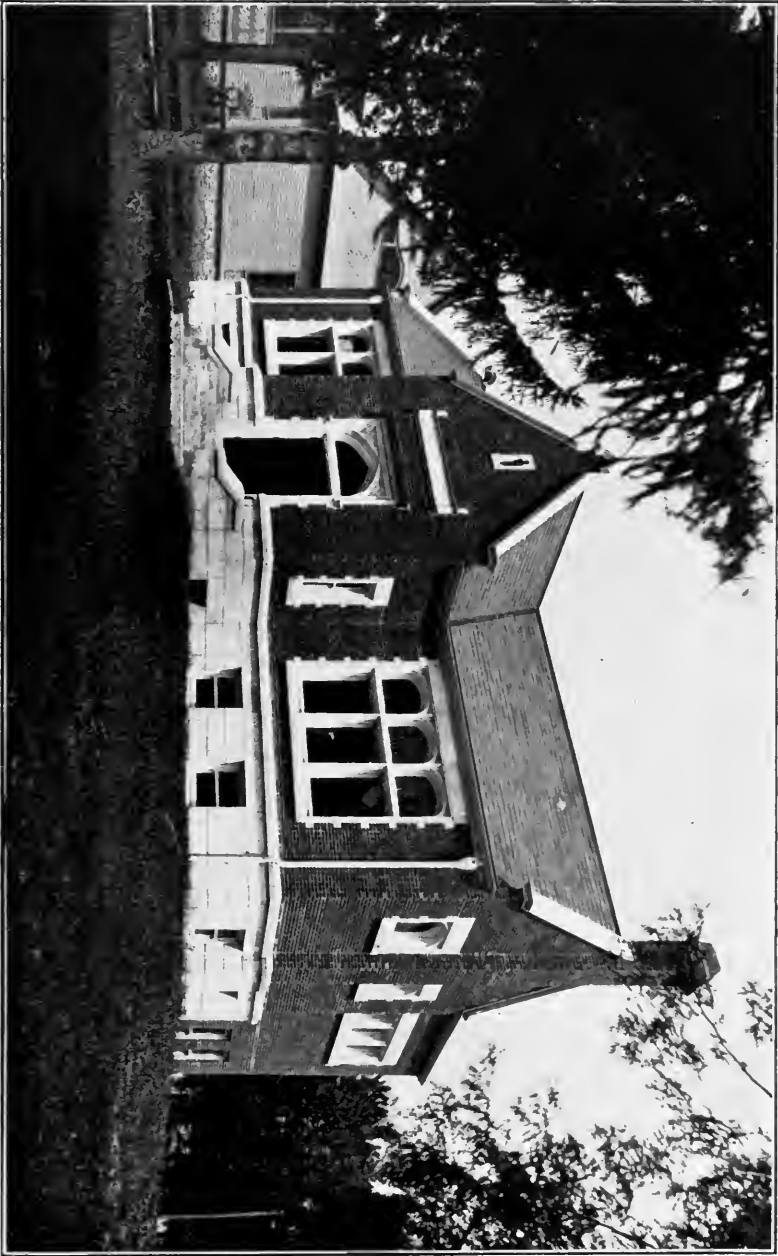
DIMENSIONS—73'2" (including bay windows 57'8" without) x36'6". Main floor 13' high, basement 10'.

CAPACITY—3,000 volumes with present shelving, without floor cases. Seating capacity 20 for each room.

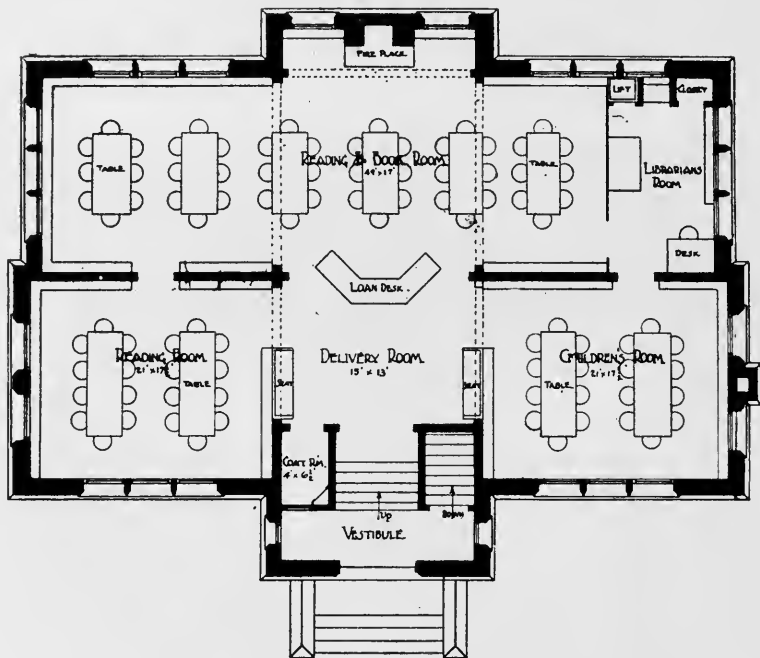
PROCEDURE—No competition. Architect chosen after visits to small libraries recently built and upon consultation with State Commission.

NOTES—Librarian's room is too small, could not be used for board meetings, windows in that room too high and make room dark. Radiators in wall under shelves, even when protected by asbestos guards, are too warm for books in shelving above. Building very warm in summer. Chain fastenings for windows unsatisfactory.

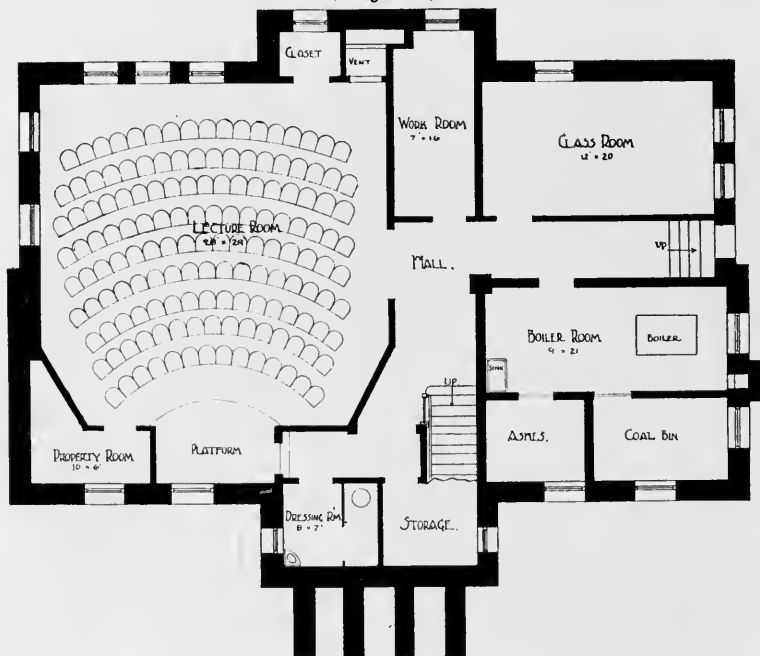
EDITOR'S NOTES—Position of stairway and outside entrance to basement particularly good. Bays cost space and money but are most attractive.



Public Library, Darlington, Wis.
Cost \$10,117.



FIRST FLOOR PLAN.
SCALE $\frac{1}{8}$ INCH = 1 FOOT



BASEMENT PLAN
SCALE $\frac{1}{8}$ INCH = 1 FOOT

Public Library. Darlington, Wis.



Reading Room



From Children's Room
Public Library. Darlington, Wis.

PUBLIC LIBRARY

DARLINGTON, WIS.

1904

ARCHITECTS—Claude & Starck, Madison, Wis.

SOURCE—Andrew Carnegie, \$10,000.

COST—\$10,117.73. Basement unfinished, cost of completion \$600. 12.83c per cubic foot. Contract \$9,297 (including book cases and loan desk). Heating plant \$770, Lighting plant \$135, Plumbing \$200, Floor covering \$203.10, Architect's fee \$379.65, Furniture \$168.

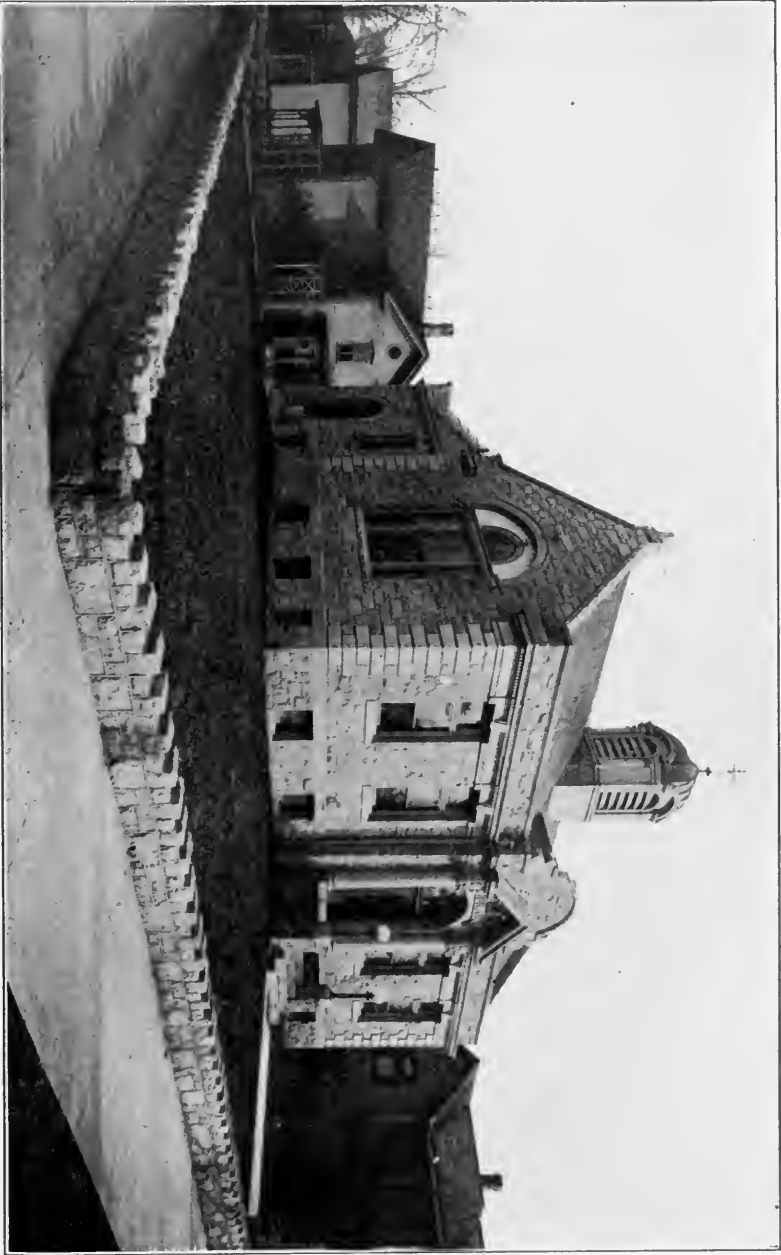
CONSTRUCTION—Gothic architecture. Pressed brick and Bedford stone, with slate roof. Plate glass. Oak finish inside. Pine floors covered with cork carpet. Steam heat. Electric lights in ceiling and on each table. Natural light excellent from high windows at rear. Ventilated from windows and fireplace. Oak wall shelving 7'2" high. Low shelving with corticene bulletin above in children's room.

DIMENSIONS—60x48. Main Floor 12'6" high, basement 10'.

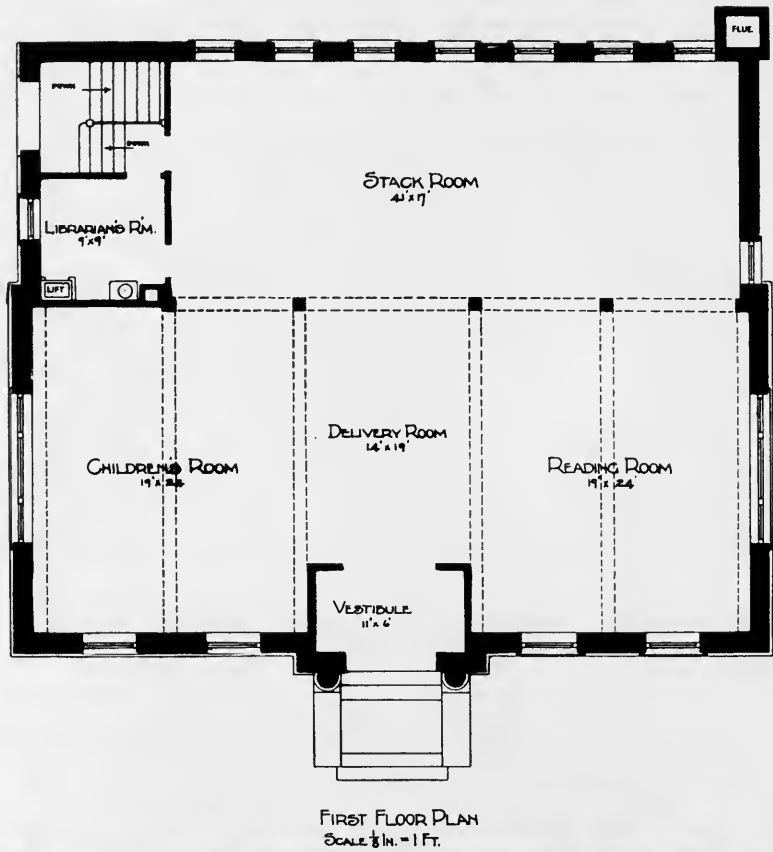
CAPACITY—5,000 volumes, without use of floor cases. Seating capacity 20 each for reference and children's rooms, 32 for book room at rear.

PROCEDURE—No competition. Visited new libraries designated by Commission and employed architect with library experience.

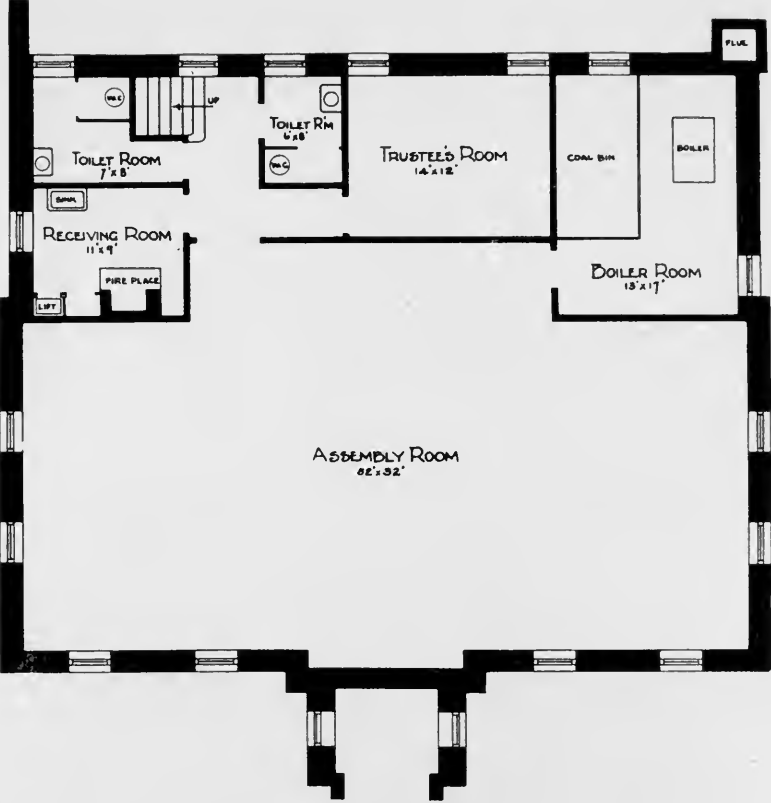
EDITOR'S NOTES—Partitions between general book room and adjoining rooms not necessary. Floor cases sufficient. Otherwise building meets needs of small library perfectly.



Public Library. Vineland, N. J.
Cost \$10,000.



Looking east into stackroom
Public Library. Vineland, N. J.



BASEMENT PLAN
SCALE $\frac{1}{8}$ IN. = 1 FT.



Looking north into Children's Room
Public Library. Vineland, N. J.

PUBLIC LIBRARY

VINELAND, N. J.

COST—\$10,000.

CONSTRUCTION—Granite trimmed with white stone. Rooms separated by low railings. Circular delivery desk in center. Oak floors without covering. Wall cases 5 shelves high in children's room and reading room. Wooden stacks, 8 shelves high in stack room. Well lighted basement with but 2' under ground.

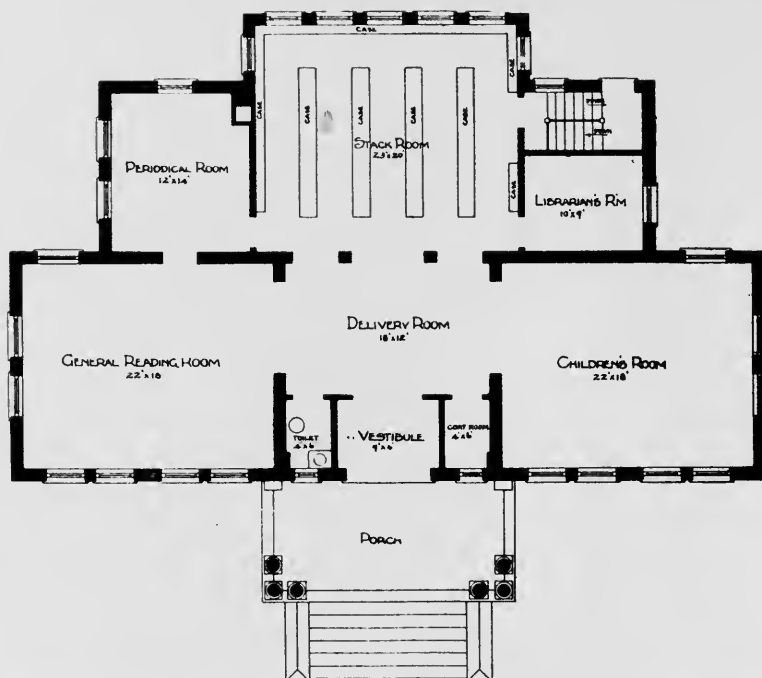
CAPACITY—20,000 volumes.

EDITOR'S NOTES—Lack of shelving in reading room a defect. High windows at sides would be better. Librarian's room too small, as it is the best room in building for board or class meetings, and only room for storage of supplies, books and magazines. Trustees' room in basement more suitable for storage space necessary in all libraries. Stack room is, of course, suitable for general reading room also. Exterior might be greatly improved, especially by omission of cupola. Overcrowded with heavy detail not in keeping with dimensions.



Public Library. Kearney, Neb.
Cost \$11,700.

Xa



FIRST FLOOR PLAN
SCALE 3/16"=1 FT



Stack Room
Public Library. Kearney, Neb.

PUBLIC LIBRARY

KEARNEY, NEB.

1905

ARCHITECTS—James Tyler & Son, Lincoln, Neb.

SOURCE—Andrew Carnegie, \$12,000.

COST—\$11,700. Contract \$9,800 (including shelving, steam heating plant, delivery desk, etc. Architect's fee \$250.

CONSTRUCTION—Pressed brick with stone trimmings and iron roof. Heating plant and store room in basement. Electric lights in ceiling and on tables. Wood shelving with fixed shelves, not satisfactory.

DIMENSIONS—66'4" x 41'3". Main floor 14', Basement 8' high.

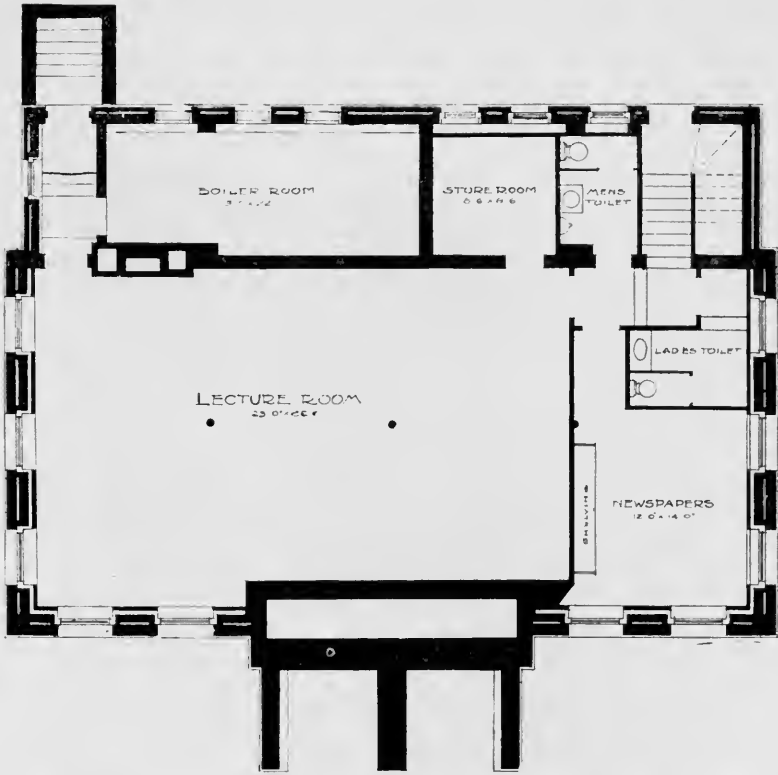
PROCEDURE—Competition.

EDITOR'S NOTES—Building cut up with too many partitions. Periodical room too small, should extend to end of reading room. Failure to utilize basement a defect. Less money has given much more space in preceding plans. This plan of book room shut off from reading rooms is undesirable for small libraries. Aisles in stack room are too narrow. Toilet room badly placed. Poor fenestration.

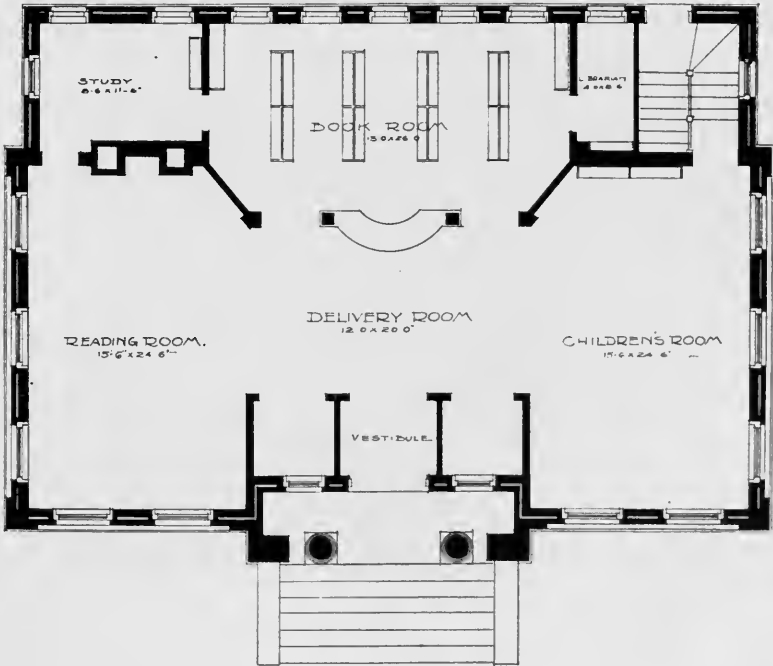


Public Library. Hutchinson, Minn.
Cost \$12,159.

XIa



BASEMENT PLAN.



FIRST FLOOR PLAN.

Public Library. Hutchinson, Minn.



Book Room, from Reading Room

PUBLIC LIBRARY

HUTCHINSON, MINN.

1904

ARCHITECT—Edward S. Stebbins, Minneapolis.

SOURCE—Andrew Carnegie, \$12,500.

COST—\$12,159.60, not including furniture. Contract \$10,321.50 (including finish hardware, decorating, shelving, floor covering, loan desk and ventilation plant). Heating plant \$859, Wiring and light fixtures \$151.06, Plumbing \$248, Shades \$23.90, Grounds \$142.60, Architect's fees \$396.24, Paper rack and magazine files \$17.30, Mission furniture, including 29 chairs, 6 arm-chairs, librarian's chair, 4 oblong tables and 3 round tables, \$281.20.

CONSTRUCTION—Light colored, mottled, Roman shape, pressed brick, trimmed with Bedford stone. Slate roof; plate glass windows above basement. Slow-burning construction. The basement floor is maple laid on light joists on concrete. Care should be taken not to lay this floor until all dampness is out of the basement walls and concrete beneath. Fir would be better than maple, the better withstanding the moisture from below. The floor of the upper story should be laid with deadening felt. Heated by steam. Lighted by electricity. Book stacks and wall shelving are of wood finished in oak, stained dark to match the rest of the interior. Walls are dark green to picture moulding, border and ceiling light cream.

The alcoves on either side of the main entrance are used as cloak rooms, room back of fireplace for cataloguing. Basement will be used for Historical Society and natural history collections. Arrangement of room is well balanced and fits the needs of the library.

DIMENSIONS—55'x38' exclusive of porch. First story 16', Basement 10'4" high.

CAPACITY—8,000 volumes, with possible extension to 16,000. Seating capacity could be increased to 75 or 100.

PROCEDURE—It was the intention of the board to choose plans by competition. Many plans were submitted, but none chosen. Committee finally decided on architect and worked jointly with him. Would advise other committees to go slow, and not be misled by the first plan submitted, with high colors and scenery added to make the sketch attractive. Visit other libraries, if possible, and gather information from all sources available.

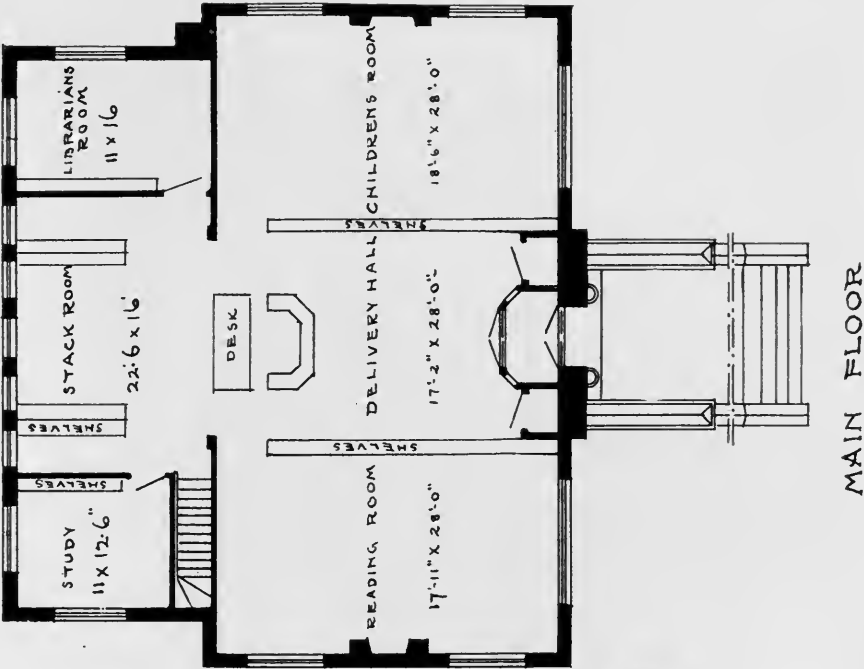
NOTES—To lower cost shingles could be used instead of slate, plain glass windows instead of plate glass, cheaper brick could be used, and cheaper finishing material. Fireplaces could be omitted, also toilet rooms, or if desired, the tile floors in these rooms could be replaced with wood.

Allow and insist upon contractor taking plenty of time to do the work—better results will be obtained if job "seasons" as it progresses. See that floor and ceiling joists especially are well seasoned, thus obviating shrinkage, and cracking of plaster.

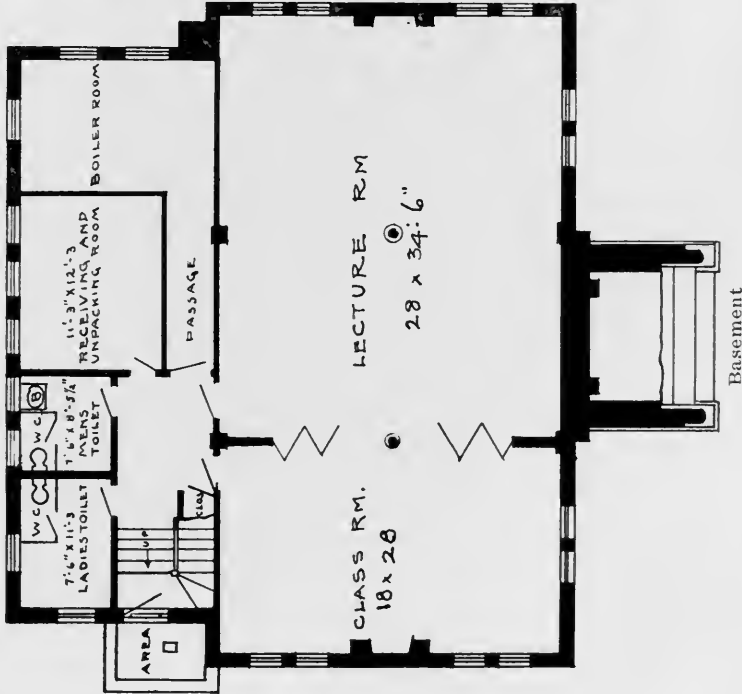
EDITOR'S NOTES—Librarian's room too small for any purpose. Note that study is used for cataloguing. Book storage evidently confined to book room, making rooms less attractive and inconvenient for public and librarian. Front partitions of book room objectionable, and those at sides unnecessary. Basement store room should not open into lecture room. One outside entrance to basement would suffice.



Public Library. Tipton, Ia.
Cost \$13,158.



MAIN FLOOR



Basement

Public Library. Tipton, Ia.



From Reading Room



Children's Room and Entrance
Public Library. Tipton, Ia.



Stack Room

PUBLIC LIBRARY

TIPTON, IA.

ARCHITECTS—Mauran, Russell & Garden, St. Louis.

SOURCE—Andrew Carnegie, \$10,000. Subscription and local tax, \$3,158.

COST—\$13,158.53, exclusive of furnishings. Lecture room and class room in basement unfinished. Estimated cost of completion \$300. Cost 14.7c per cubic foot. Contract \$11,924.25 (including plumbing, wiring, finish hardware, decorating, shelving and loan desk). Heating plant \$1,150, light fixtures \$328.02, Grounds \$641.07, Architect's fee \$506.21.

CONSTRUCTION—Brick with stone trimmings. Slate roof. Hardwood floors. Hot water heat. Electric light. Wood wall shelving.

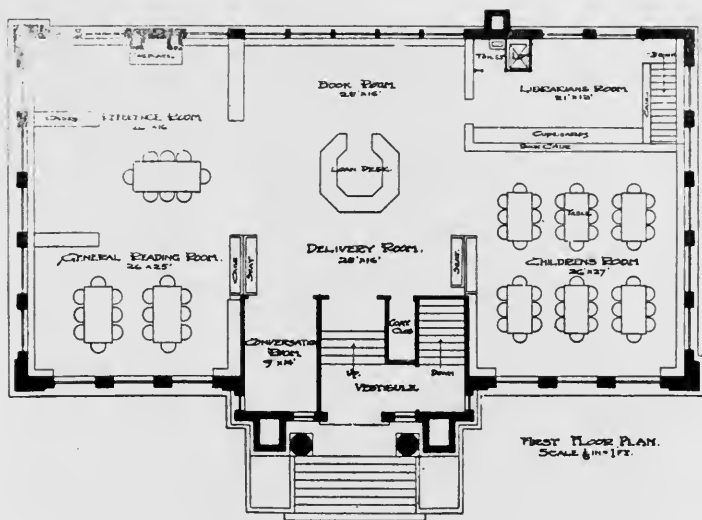
DIMENSIONS—55'2"x47'6". Main floor 15'6", Basement 10' high.

PROCEDURE—No competition but investigation. Board prepared preliminary floor plans.

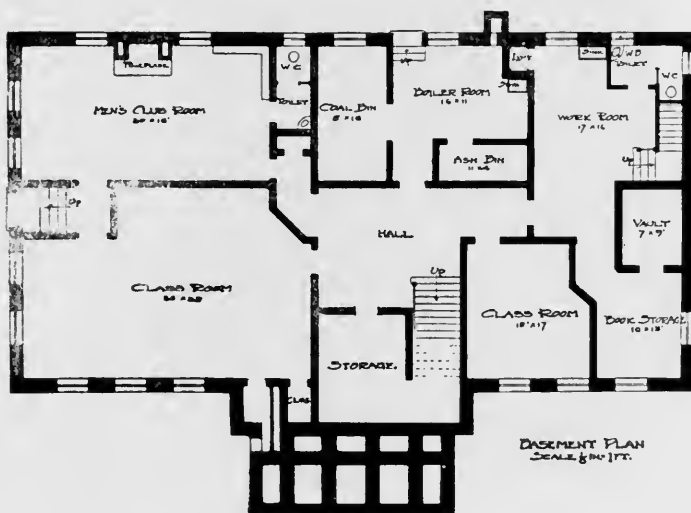
EDITOR'S NOTES—Low windows at side prevent shelves in reading room. The low shelves next to hall are not sufficient. Stairs between reading room and study a serious mistake, preventing future extension of reading room. Study too small and partition between it and stack room undesirable. Stack room evidently to accommodate 4 double-faced cases in future and space entirely too small. Aisles should be 4 or 5 feet wide in clear when there is access to shelves, and each case requires at least 1'6". Rear windows should not extend to floor as the low glass gives no benefit as to light and is decidedly objectionable otherwise.



Public Library. Watertown, Wis.
Cost \$20,000.



First Floor



Basement

Public Library. Watertown, Wis.

PUBLIC LIBRARY

WATERTOWN, WIS.

1907

ARCHITECTS—Claude & Starck, Madison, Wis.

SOURCE—Andrew Carnegie, \$20,000.

COST—\$20,000. 12.8c per cubic foot. Contract \$15,213 (including lighting, plumbing, decorating shelving, loan desk, periodical cases, and other special furniture). Heating plant \$1096, Light fixtures \$467, Floor covering \$340.41, Shades \$49.30, Grounds \$411.63, Architect's fee \$815.55. Other items, extras, temporary insurance, fireplace, etc., \$678.48. Furniture, white quarter-sawed oak with fumed oak finish, cost \$630. Items: 3 tables, 58" diameter, 30" high; 2 tables, 5' diameter, 26" high; 2 tables, 5' diameter, 28" high; 1 table, 3x5, 30" high; 1 book truck; 1 umbrella rack; 24 chairs, 18" high; 16 chairs, 14" high; 8 chairs, 16" high; 3 arm chairs; 3 rockers; 1 high swivel chair; 1 low swivel chair; 1 typewriter desk; 1 catalogue case and base, 9 drawers; 1 catalogue case and base, 60 drawers.

CONSTRUCTION—Grecian architecture. Roman shape. Pressed brick and Bedford stone. Composition roof. Plate glass. First story oak finish, basement yellow pine. Floors, first story, double pine covered with cork carpet; basement double floors on sleepers bedded in concrete; top floor, maple. Heated by hot water system. Natural light from full windows in front, high windows in rear and sides. Artificial light, 8 chandeliers of 8 lights, and 1 of 4 lights. 20 case lights and 2 standards on main floor, with 2 lights in entrance; basement has ceiling reflectors and side lights. Ventilation secured by means of indirect coils in basement with window to outside and registers in basement and first floor, and by fireplace. Shelving, wood, wall cases. No patent shelving. Color scheme, soft olive green walls with lighter green ceilings; wood is fumed oak. Main floor practically one large room with delivery room and book room in center portion. Reading and reference rooms on side street. Children's and librarian's rooms on inside of lot. Partitions for librarian's room do not extend to ceiling, walls being composed of shelving. Basement lecture room and men's club room, have independent entrance.

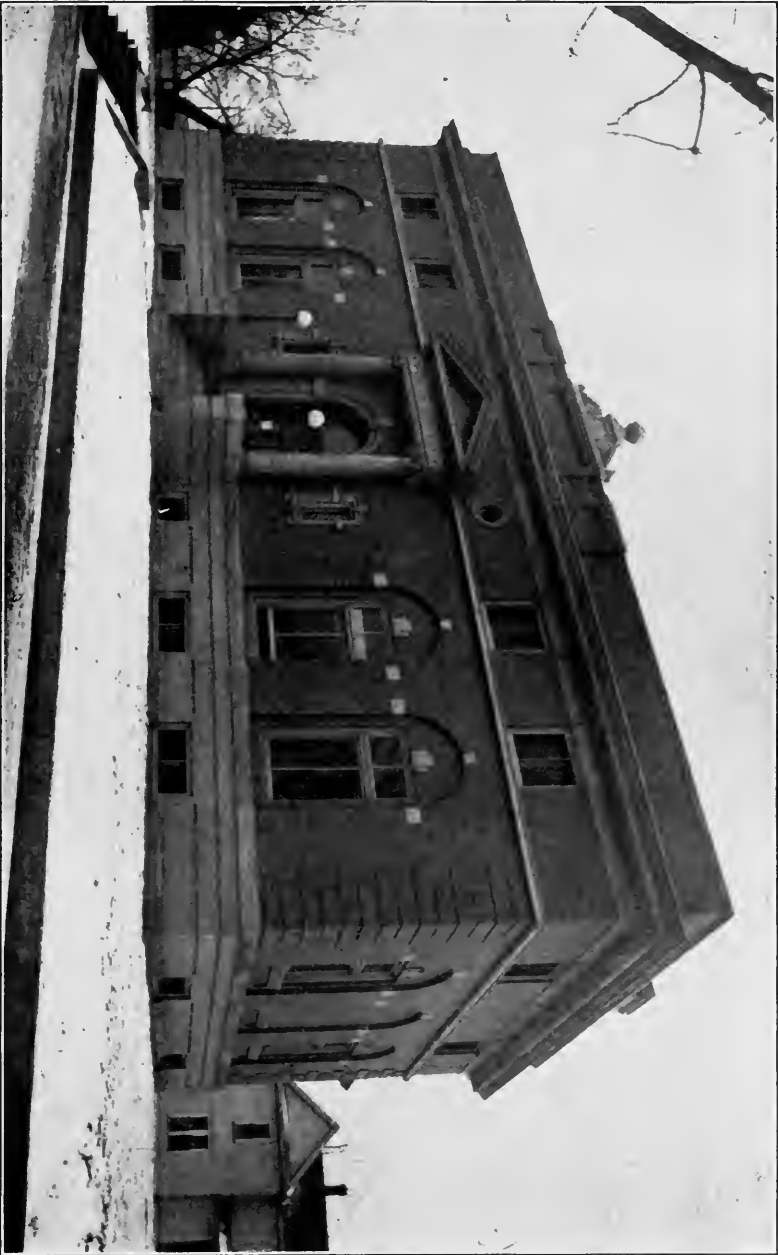
DIMENSIONS—84'x44'. Main floor 13'9", basement 10' high.

CAPACITY—6,000 volumes with present wall shelving. 1,400 in reading room, 2,800 in book room, 1,800 in children's room, 150 in study alcove. Seating capacity 60.

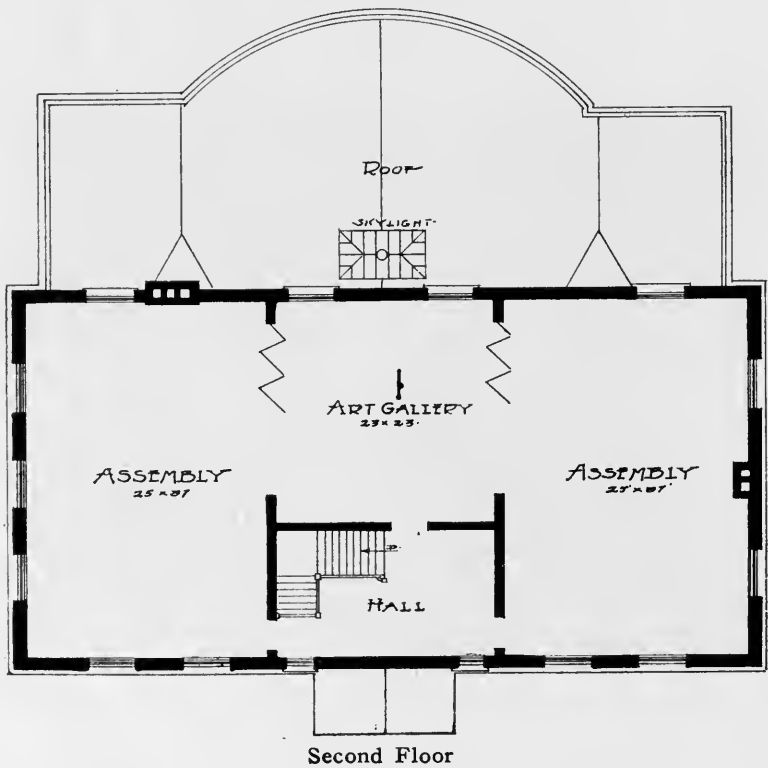
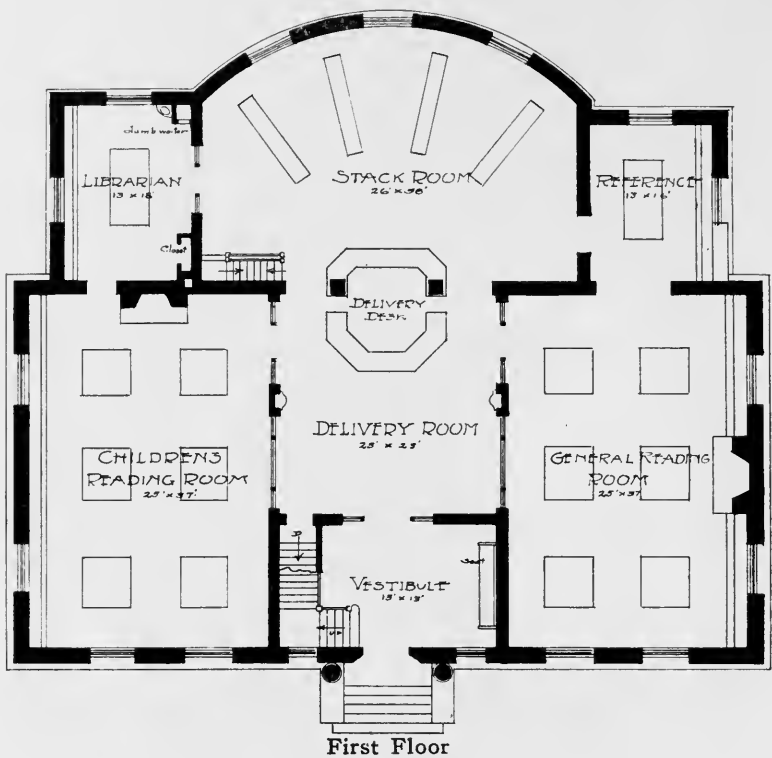
PROCEDURE—Architect chosen by committee, after inspection of several buildings. A library board about to plan a building should first visit a number of libraries erected at a similar cost in order to have some knowledge of library buildings, as to what is a necessity and what is to be avoided, profiting by the experience of others. Plans and specifications should be submitted to the Library Commission and others having expert knowledge of library architecture, and their advice and counsel should be sought in all matters pertaining to the construction and all details of the building.

NOTES—The building in which the library was originally located, was in the center of the business interests of the city. In this locality it was exceptionally successful in meeting the needs of all classes. The same idea was kept in mind in selecting the site of the present building, and in fronting almost on a line with all business buildings on the Main Street. The side of the building is on the street. The style of architecture is not well adapted to this location. The needs of a class of people peculiar to this city have been considered in providing for an attractive reading and smoking room in the basement, with a special entrance direct from the street.

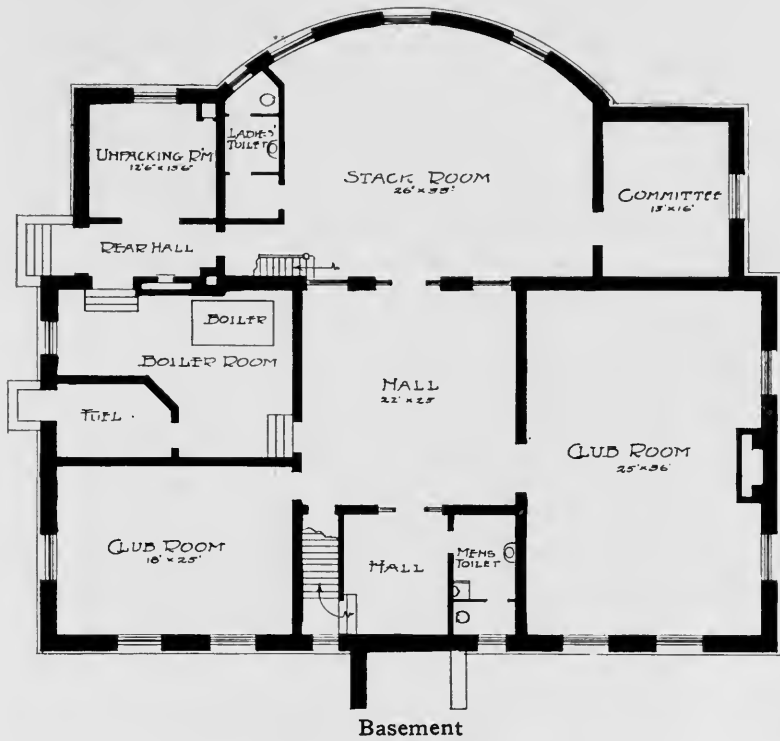
EDITOR'S NOTES—Cost might be reduced by eliminating main floor toilet room and service stairway from librarian's room, both of which are unnecessary, though the service stairway is a great convenience. The basement is particularly well planned, and the main floor is a good example of a library without partitions.



Public Library, Oskaloosa, Ia.
Cost \$23,774.



Public Library. Oskaloosa, Ia.



Delivery Desk and Stack Room
Public Library. Oskaloosa, Ia.



Reading Room



Children's Room
Public Library. Oskaloosa, Ia.

PUBLIC LIBRARY

OSKALOOSA, IA.

1903

ARCHITECT—F. E. Wetherell, Oskaloosa, Ia.

SOURCE—Andrew Carnegie, \$22,000.

COST—\$23,774. 12c per cubic foot. Contract \$21,603 (including heating, plumbing, lighting fixtures, shades, decorating and loan desk). Shelving \$550. Cork carpet \$258. Architect's fee \$700. Tables and chairs \$363. Periodical cases and special furniture \$300.

CONSTRUCTION—Pressed brick with stone trimmings. Gravel roof. Slow-burning construction.

DIMENSIONS—78'x68'. Basement 9', first floor 12', second floor 11' high.

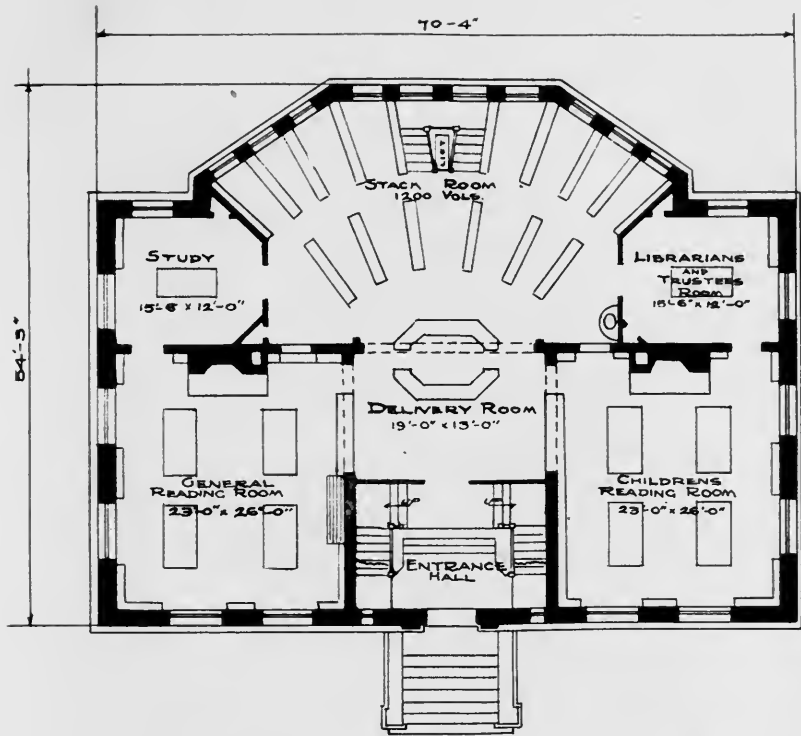
Procedure—No competition. Board submitted provisional floor plans to architect and reserved right to employ another architect if plans were not approved.

NOTES—Few changes desired. Stack should be lighted by several narrow windows at aisles instead of three wide ones. Portico should be deeper.

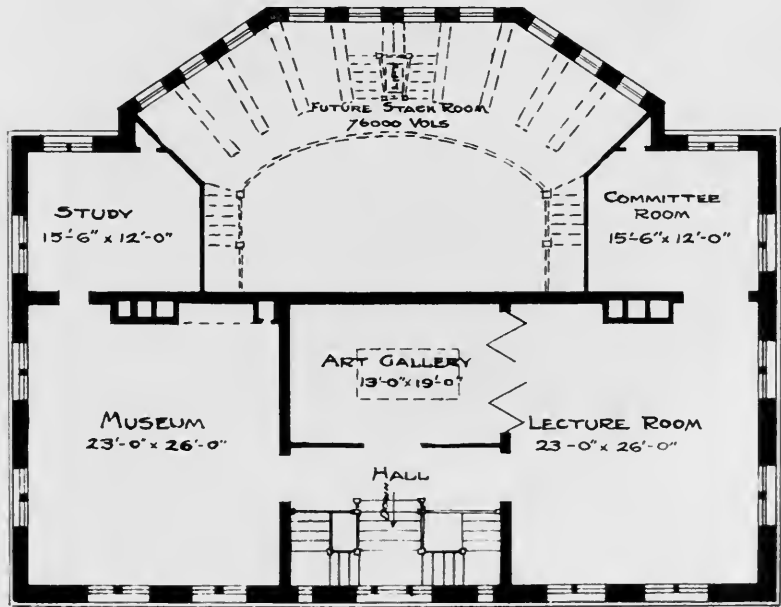
EDITOR'S NOTES—Reference room seems small. Front stairway to basement should not be from delivery room, but from vestibule. If basement club rooms are to be used by public, better entrances to basement should be afforded, without passing through any library rooms. The committee room in basement should open into a hall. Possibly rear hall could be carried across building.



City Free Library. Huntington, Ind.
Cost \$25,000.



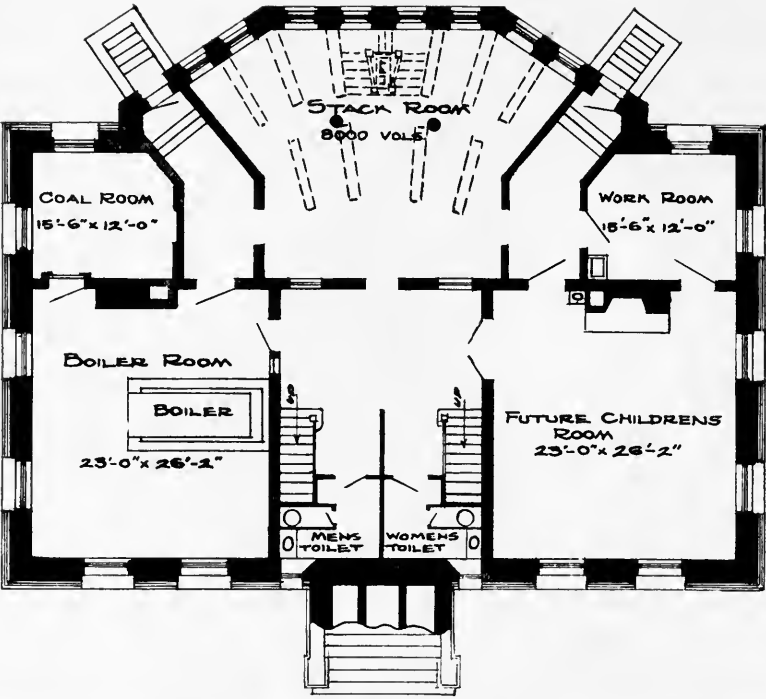
First Floor



Second Floor

City Free Library. Huntington, Ind.

XVb



Basement



Children's Room
City Free Library. Huntington, Ind.

CITY FREE LIBRARY

HUNTINGTON, IND.

1903

ARCHITECTS—Patton & Miller, Chicago.

SOURCE—Andrew Carnegie, \$25,000.

COST—Contract \$19,288.69 (including cork carpet, wall shelving and periodical case). Heating plant \$1,994.79, Wiring \$328, Light fixtures \$266.18, Plumbing \$697.21, Art metal stacks \$965 (a second tier costing \$650 added later), Loan desk \$125, Decorating \$500, Grounds \$50, Architect's fee \$1,200, 11 tables \$300, Chairs \$227.35.

CONSTRUCTION—Bedford stone, smooth finish. Tile roof. Cement floor in basement. Floor deadened between first and second stories. Heated from central plant. Wooden shelving in reading rooms. Double storied stack from Art Metal Construction Co.

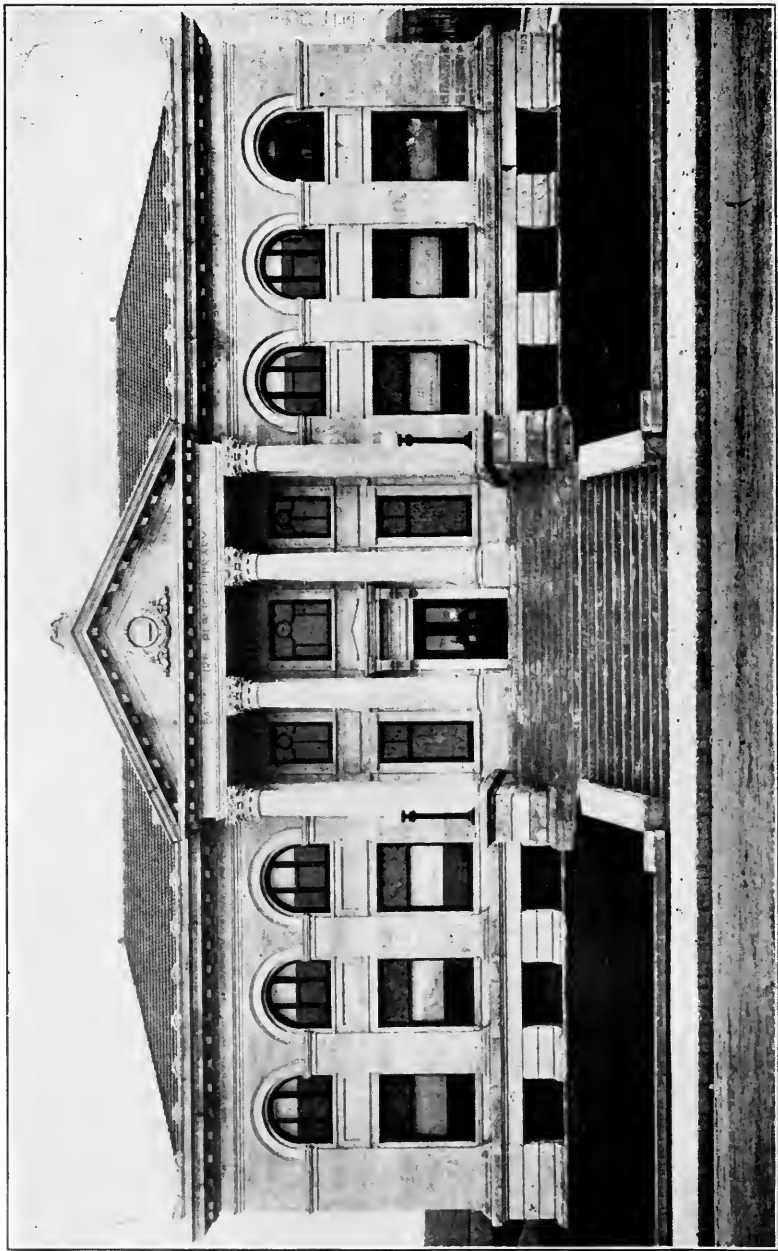
DIMENSIONS—70'x55'. First story 10'x10" high, except stack room, which is 20'. Second story 9'8" except art gallery which is 16'.

CAPACITY—Main stack room shelves 12,000 volumes. (Not 1,200 as in cut.) Seating capacity, 30 at tables in each reading room and 6 in study.

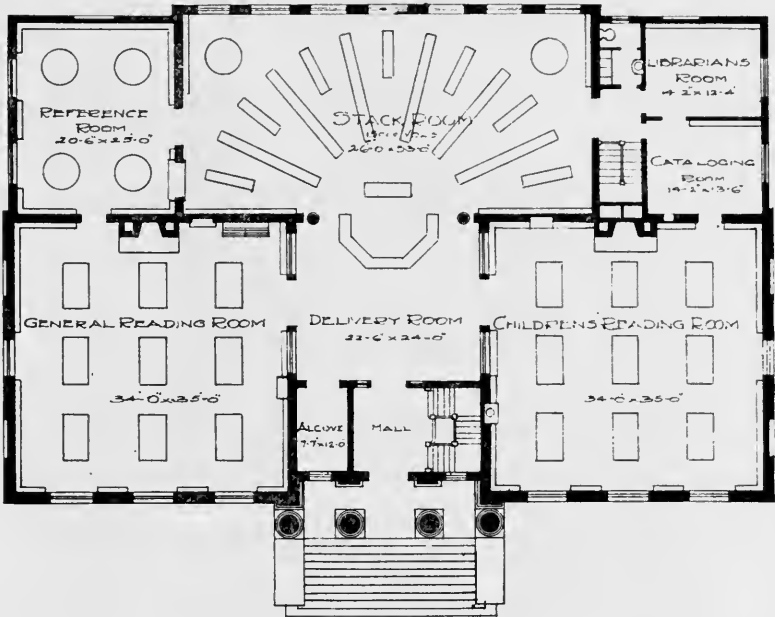
PROCEDURE—No competition.

NOTES—Service stairway to basement is badly placed. Too conspicuous and in space needed for shelving. (See plans XIII and XV.)

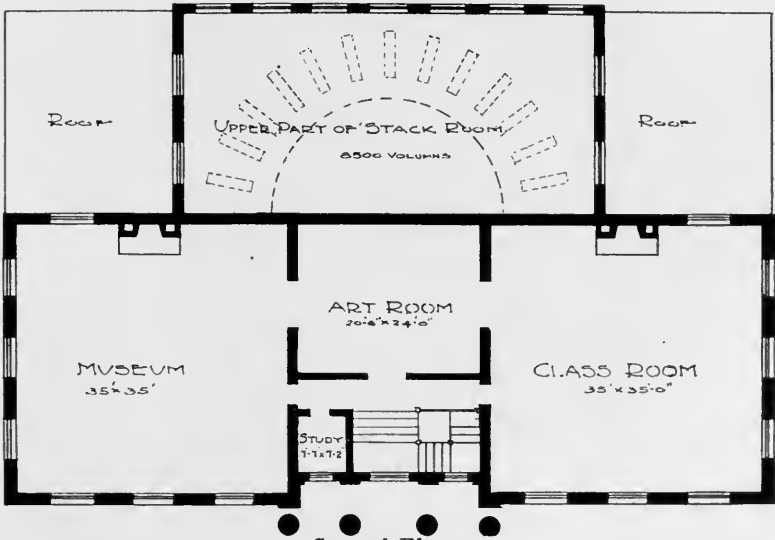
EDITOR'S NOTES—Not enough wall shelving in reading rooms. Study too small. Partitions between fireplaces and delivery room undesirable.



Public Library. Eau Claire, Wis.
Cost \$40,000.

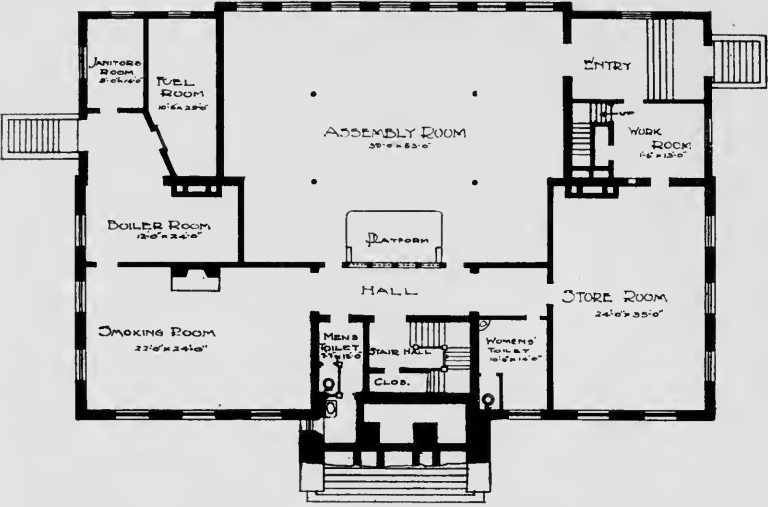


First Floor



Second Floor

Public Library. Eau Claire, Wis.



BASEMENT PLAN



Public Library. Eau Claire, Wis.

PUBLIC LIBRARY

EAU CLAIRE, WIS.

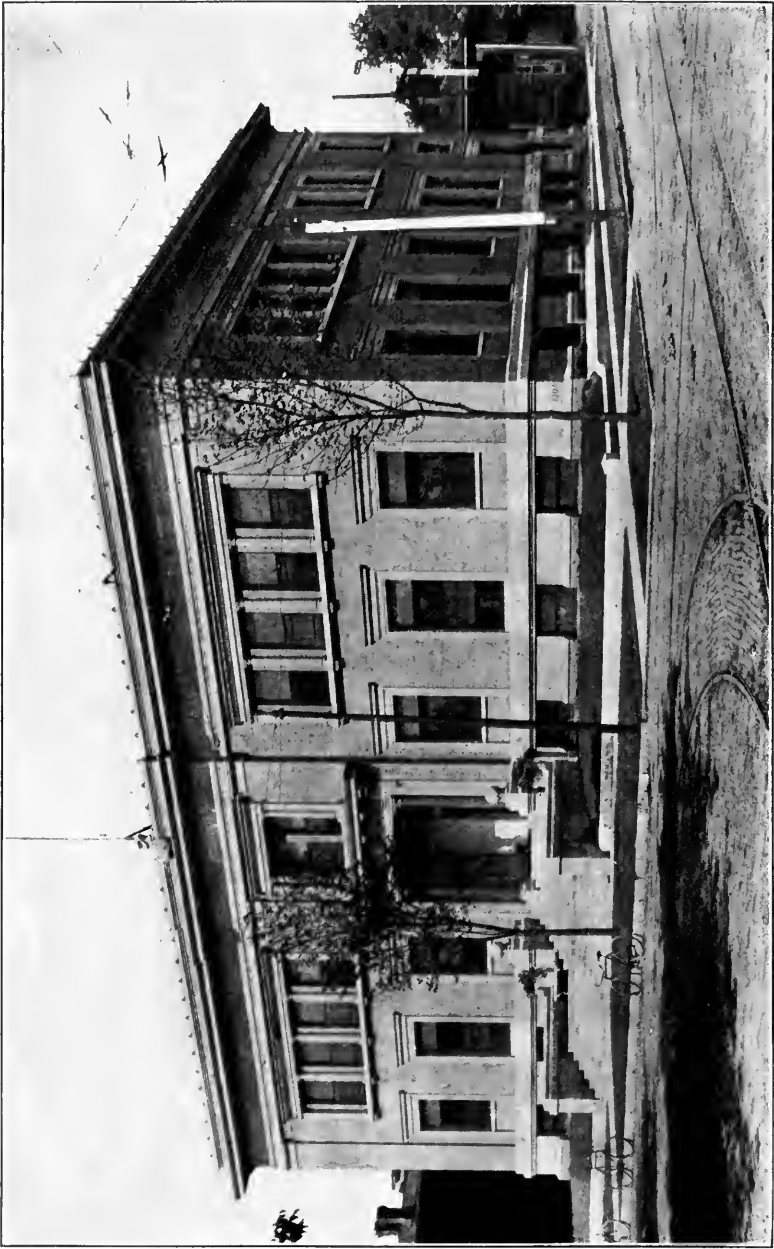
1904

ARCHITECTS—Patton & Miller, Chicago.

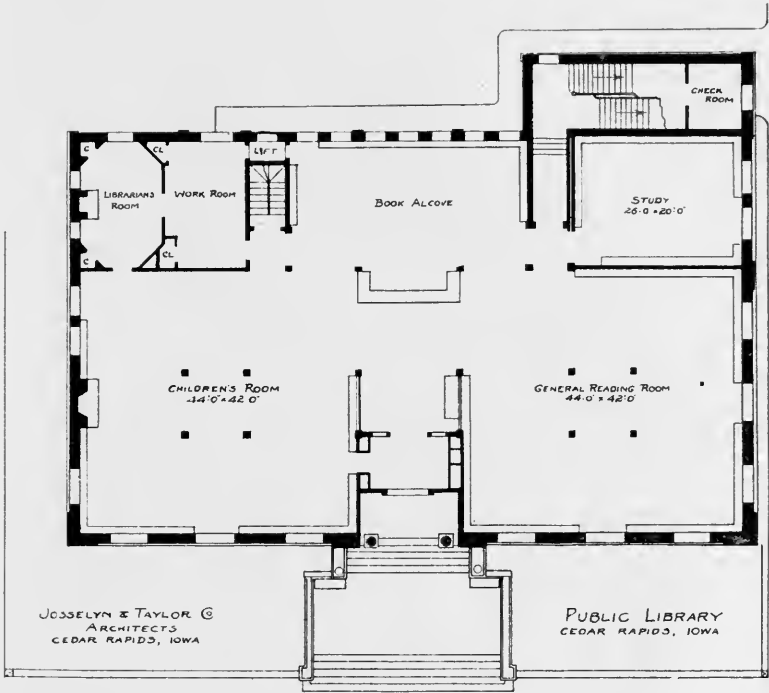
SOURCE—Andrew Carnegie, \$40,000.

COST—\$40,003.87. Contract \$29,981.20 (including cork carpet and wall shelving). Tile roof \$1,600. Gable ornaments \$138. Steam pipes in gutters \$42. Heating and ventilating \$1,719, Electric wiring \$5.22, Light fixtures \$550, Plumbing and gas fitting \$904, Shades \$65, Decorations \$810, Leaded glass \$312, Architect's fees \$1,834.66, Superintendence \$384, Chairs \$295, Catalogue drawers \$69, Catalogue case, loan desk, tables and librarian's desk \$728.

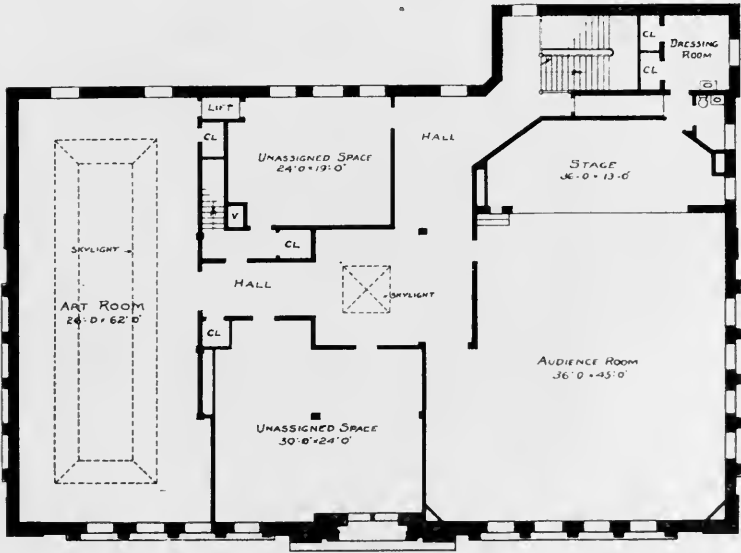
EDITOR'S NOTES—Admirable plan. Partitions separating reading rooms from stack room might possibly be omitted (see plan XVII for better treatment).



Public Library. Cedar Rapids, Ia.
Cost \$75,000.

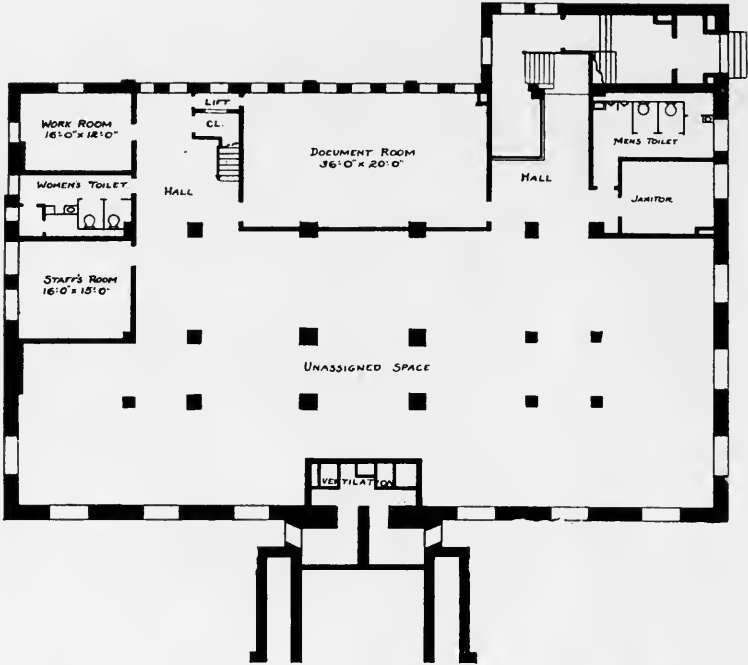


First Floor



Second Floor

Public Library. Cedar Rapids, Ia.



BASEMENT PLAN.



Delivery Room and Book Alcove
Public Library. Cedar Rapids, Ia.



Reading Room



Children's Room
Public Library. Cedar Rapids, Ia.

PUBLIC LIBRARY

CEDAR RAPIDS, IA.

1905

ARCHITECTS—Josselyn & Taylor Co., Cedar Rapids, Ia.

SOURCE—Andrew Carnegie, \$75,000.

COST—\$75,000, not including furniture. Half of basement unfinished; cost of completion, \$1,000. 20c per cubic foot. Contract \$61,869.72 (including wiring, grading, curbing, walks, ventilating fan and motor, and shelving). Heating plant \$3,248, Light fixtures \$1,144.80, Plumbing \$2,389.57, Finish hardware \$425, Corticene for office and cataloguing room \$72.60, Loan desk \$425, Shades \$62.61, Decorating \$545, Grounds \$235, Stage curtains \$68, Architect's fee \$3,500, Superintendence \$1,087.50, Library Bureau furniture \$1,700, including: 82 chairs, 3 swivel chairs, 2 desks, 11 tables, 2 magazine racks, 1 dictionary stand, 1 newspaper rack, 2 catalogue cases, 1 picture cabinet (3 units), 1 letter file (1 unit), 1 book truck, 1 display rack, 250 folding chairs for auditorium \$312.50.

CONSTRUCTION—Simple form of renaissance architecture. Granite base course. Bedford stone to first floor windows, with window trimmings and cornices of same. Body of wall light buff mottled brick, Norman size, from Columbus, Ohio. Re-enforced concrete for all floors and roof including beams. Roof, low pitch and water proofed with felt, composition and gravel. Fireproof construction. Floors, except in auditorium, are cement or terrazzo; the latter for entrance, space in front of loan counter and in two main rooms of first floor. Auditorium floor of wood. Heating is largely by direct radiation, with indirect radiators to four places on first floor and to auditorium, are cement or terrazzo; the latter for entrance, space in front of loan heat: Mains of Public Heating Co.

Daylight is distributed by prism glass in transoms and upper sash and in basement windows; and by prism glass ceiling light in art room, with electric lights above glass. Glass on three fronts is otherwise plate.

Artificial light is generally by pendants, using the Nernst electric lamp.

Ventilation flues for foul air are controlled by dampers and registers and carried to attic and there discharged to pass cut through a ventilator on roof, which is separately controlled and has an exhaust fan that can be run when needed.

Shelving is placed against the walls and is of wood. The space back of the loan counter will be used for stacks in future as may be wanted, there being height enough for two stories. The basement room under the same space is used for document storage and can be fitted with one story stacks.

Color scheme on main floor is dark green on side walls with ivory on cornices and ceilings. Upper hall a leather brown on walls; auditorium walls a terra cotta; art room a soft green burlap over boards; ceilings generally of yellow tones. Except wainscot in halls the work is water color; wainscot in oil. Entrances, porch and vestibule are lined with white marble.

Directly in front of the inner doors and 20 feet back from them is the delivery desk. Back of this is the book alcove, ultimately to be used as a stack room. Partitions, solid below, plate glass above, separate the reading room and children's room from the entrance and extend half way to desk, where everything is open to allow supervision of whole first floor. There are fireplaces in the children's room and in the librarian's office. The main stairway is in the L, entered from the side street. Service stairway from basement to second floor and a lift large enough to carry a book truck.

DIMENSIONS—109'x67' and, in addition, a projection 37'x12'. Height of basement 9' 6", of first floor 16', except where beams cross, and of second floor 14', except auditorium, which is 16'.

CAPACITY—Wall shelving. 17,000 volumes. Reading room 5,000. Reference room 3,000, Book alcove 2,400, Children's room 2,400, Document room 4,200. Stack, in future, 17,000. Seating capacity: Reading room 70, Reference room 24, Book alcove 12, Children's room 64, Document room 30, Auditorium 300. Extension: Rear wall, from the projection across the rear of book alcove, etc., is a screen wall carried on beams and columns; as much of the wall as may be desired can be removed and the building extended back without disturbing the floor construction of the front portion.

PROCEDURE—The architect was chosen by vote of board without competition. He and building committee visited various libraries of similar size. He submitted a number of designs for front elevation. The plans were approved in same manner. The board firmly believes in its policy of selecting an architect rather than a plan, and feels that the choice of a competent local architect gave them the benefit of his constant advice and supervision.

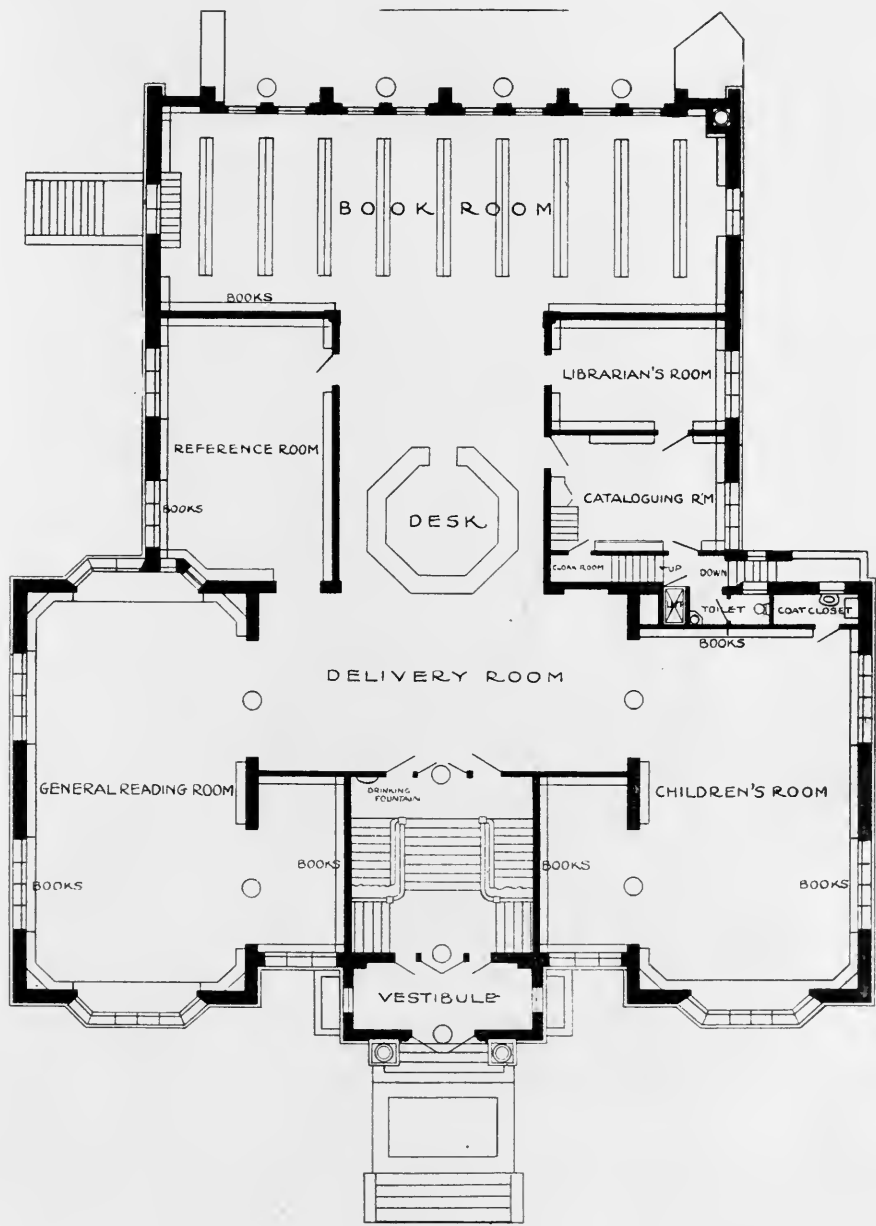
NOTES—The side entrance and stairway developed from plan for frequent use of auditorium and were made possible by the corner lot. The renting of upstairs rooms makes these still more useful, for they save the library proper much noise and confusion. The terrazzo floors are easily kept clean and are attractive. Their drawback is the noise, particularly in the children's room. In this respect they are no worse than hardwood floors, but of course corticene would be much quieter.

The exterior is often admired for its simplicity and dignity. The location is especially desirable, being central as regards population and territory and on the edge of the business district.

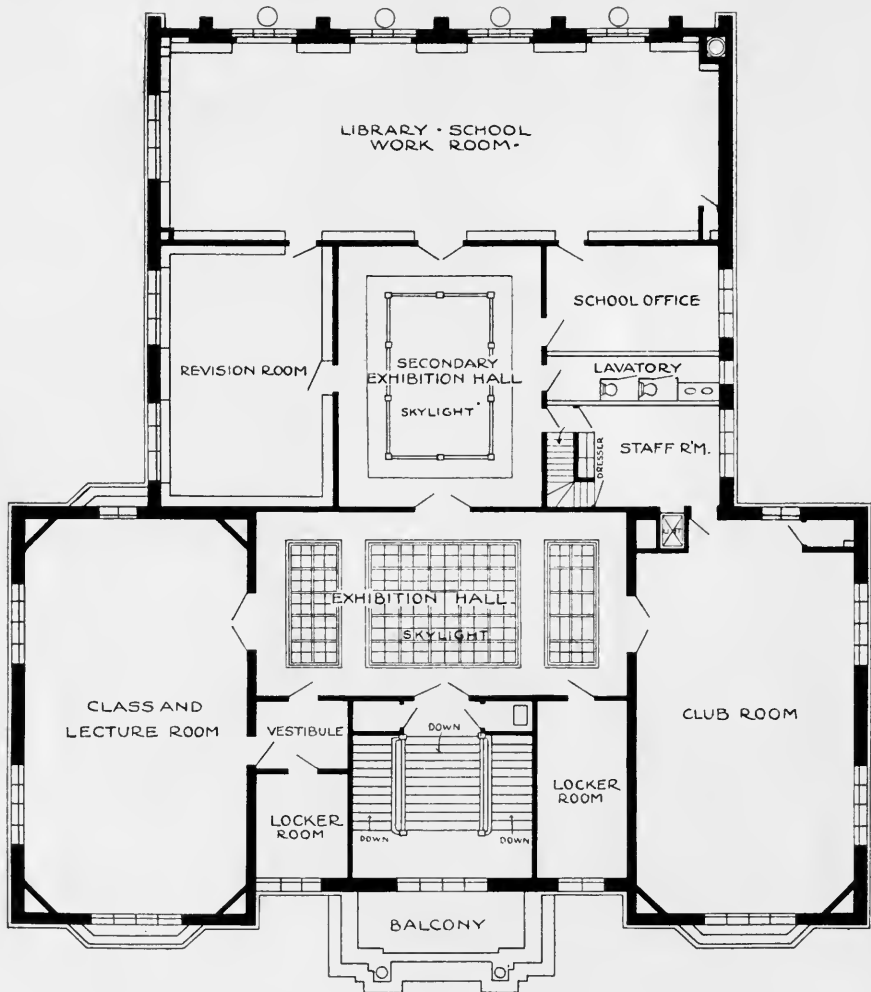
EDITOR'S NOTE—Compare with other two story buildings and note the relatively small space assigned for storage, and the fine reading rooms.



Free Library. Madison, Wis.
Cost \$75,000.

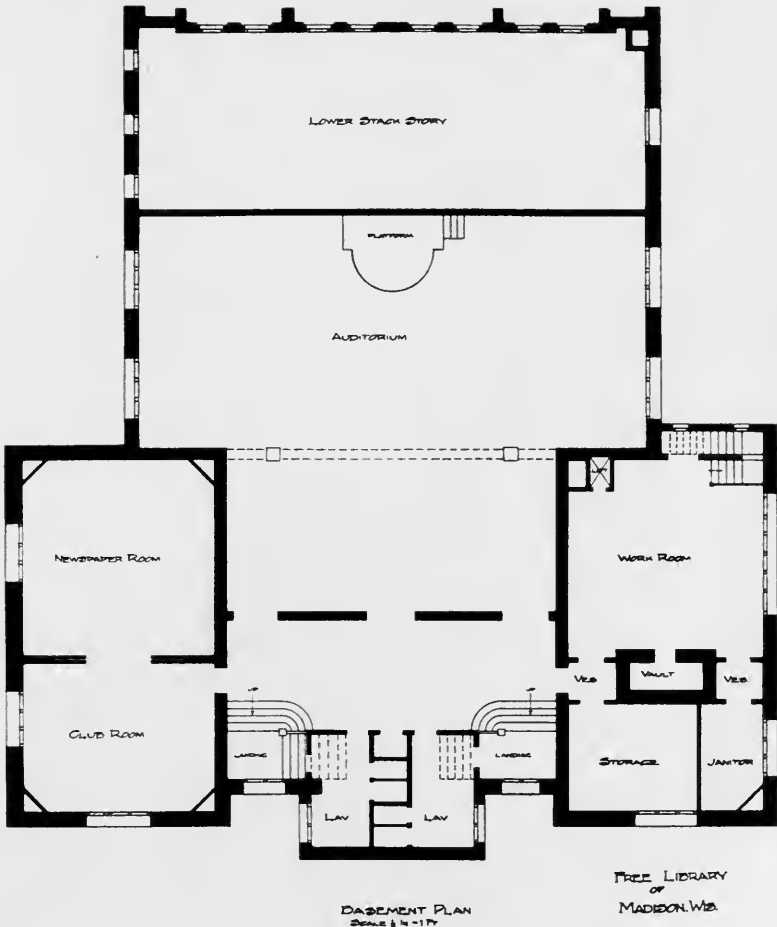


First Floor
Free Library. Madison, Wis.

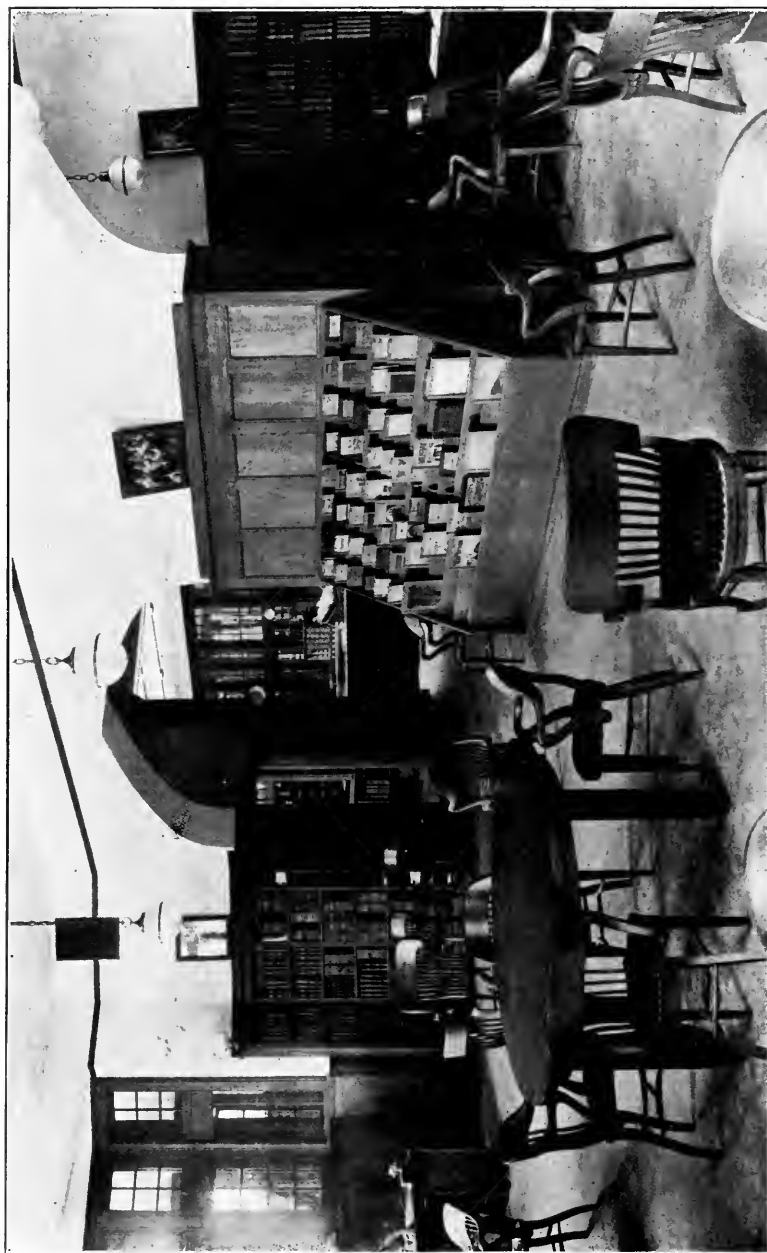


Second Floor

Free Library. Madison, Wis.



Basement
Free Library. Madison, Wis.



Reading Room
Free Library. Madison, Wis.



Children's Room
Free Library. Madison, Wis.

FREE LIBRARY

MADISON, WIS.

1905

ARCHITECTS—Frank Miles Day & Bro., Philadelphia.

SOURCE—Andrew Carnegie, \$75,000.

COST—\$75,000. 15c per cubic foot. Contract \$63,347. Light fixtures (specially designed) \$1,146, Steel stacks \$2,340, Cork carpet \$958, Shades \$15, Screens \$260. Furniture made by contractor of building: Frame for brass tablet \$28.00, 3 window seats built into bay windows \$180.00, 1 stand for charging tray \$10.00, 1 periodical rack (in exchange for shelving taken out) \$25.00, 2 umbrella stands \$40.00, 2 shelves for dictionary \$4.00, 3 wall newspaper racks \$13.00, 5 bulletin boards (3 very large) \$21.00, 1 charging tray for desk in children's room \$3.50.

Other furniture. First four articles noted below ordered from large factories but orders placed through local dealers (dimensions and designs specified): 14 tables \$164.00, 145 chairs \$586.25, Picture and bill files \$39.00, Flat top desk \$34.00, Plate glass for two pasting tables \$10.00, Catalogue case \$135.00, 2 leather cushions for window seats \$24.00, Mirror and soap dishes for toilet rooms \$11.27, Brass tablet \$40.00, Framing pictures for Walter Crane frieze in children's room \$20.65, Door mats (made to order and very large) \$34.75.

CONSTRUCTION—Collegiate Gothic architecture. Building embodies residence idea; grouping of windows an especially fine feature. Rose-colored rough paving brick with regular pattern of darker bricks; cut-stone trimmings. Green tile roof. Slow-burning construction. Steam heat and mechanical ventilation. Building well lighted with sky-lights over art exhibit halls and light well for charging desk; electric lights used, with Nernst lights in reading, reference and children's rooms, and special trough lighting for art exhibit halls. All floors, except in basement, are double, lower floor being of hemlock, then deadening quilt, then clear white maple. Floor on stairways of oak; floor in boiler room of cement; all floors except in basement have cork carpet. Shelving of quarter sawed oak built solidly into the wall; stack of steel construction furnished by General Fire-proofing Co., Youngstown, Ohio. Provision made for three floors in stack. Color scheme, dark brown wood work, cream ceilings and walls. Fireproof vault and disinfecting closet in basement.

DIMENSIONS—92'x102'. Basement 12', first floor 15', second floor 12' high.

CAPACITY—Reading room, 2,500 books, 70 readers; Reference room, 1,000 books, 35 readers; Children's room, 3,160 books, 60 readers; Catalogue room, 600 books; Office, 860 books; Work room in basement, 3,750 books; Magazine storage room, 2,275 books; Newspaper room, 30 readers; Men's club room, 20 readers; Club room on second floor, 150 people; Auditorium in basement, 400 people; Book stack, wall shelving, 1500 books; Book stack, steel stacks, 15,120 books.

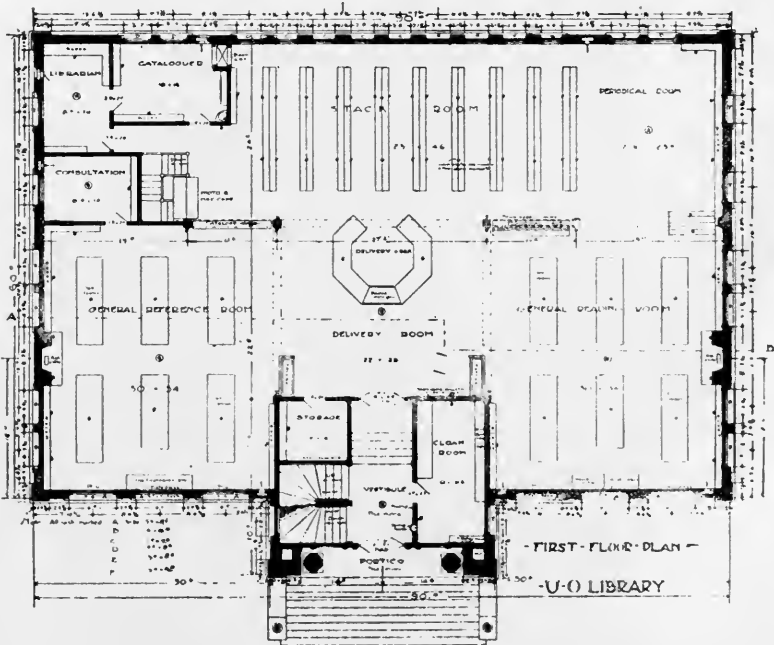
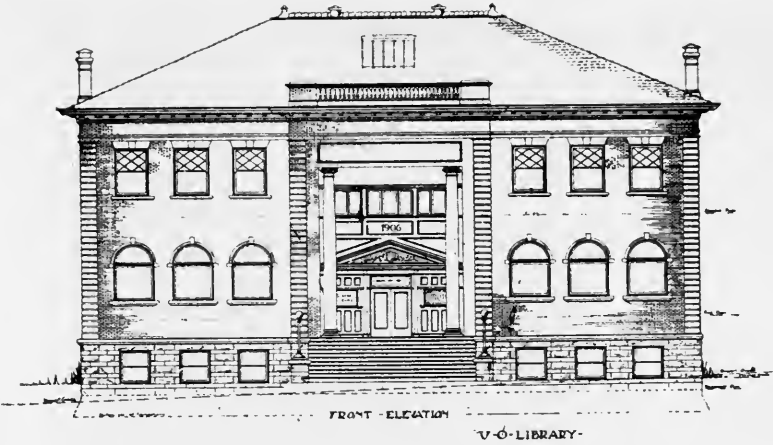
PROCEDURE—Architect was engaged by competition, which was held under the direction of an architectural expert as adviser. Competition restricted to local architects and three others invited to enter; \$200 compensation for each invited architect and \$200 each for two others not receiving the prize. Printed program of competition may be had from the librarian. Would advise this method for a good-sized library with anything of a problem; for ordinary small library, best thing is to choose reliable architect who has had some experience in planning libraries, and work the plan up with him.

NOTES—Large reference library at University made less reference space necessary. Unusual use of library by men made special space for them desirable. An active Art association in the city led to the providing of rooms for their exhibits. Library school specified in the gift made it necessary to include rooms for their occupancy in the plans. Work room in basement was made unusually large to shelve school duplicate collection during the summer. Expect to spend annually \$750 for heat, \$400 for light, \$750 for janitor service.

EDITOR'S NOTES—Light not good at loan desk and in passage to book room. Probably better to have open reading room, without partition, at left of loan desk, and reference room at front of building. Alcoves at sides of reading rooms should have doors to hall. Detail admirably worked out.

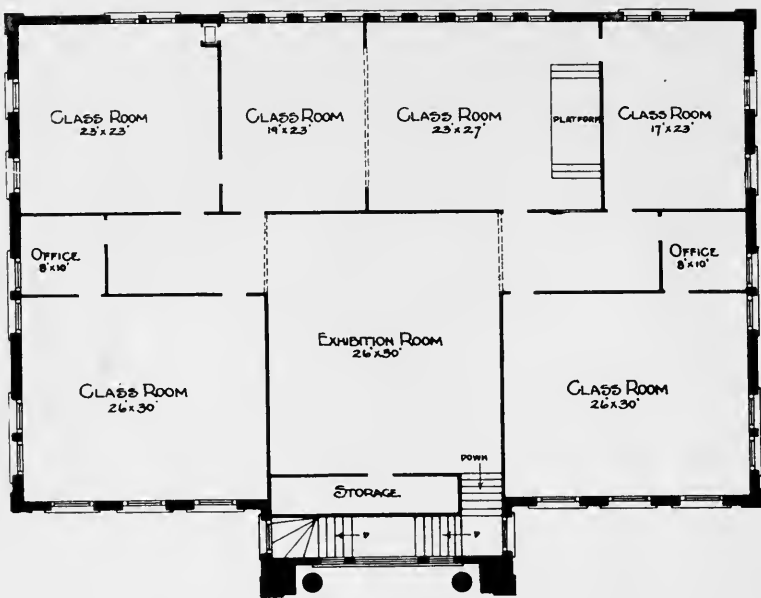


University of Oregon Library. Eugene, Ore.
Cost \$25,000.

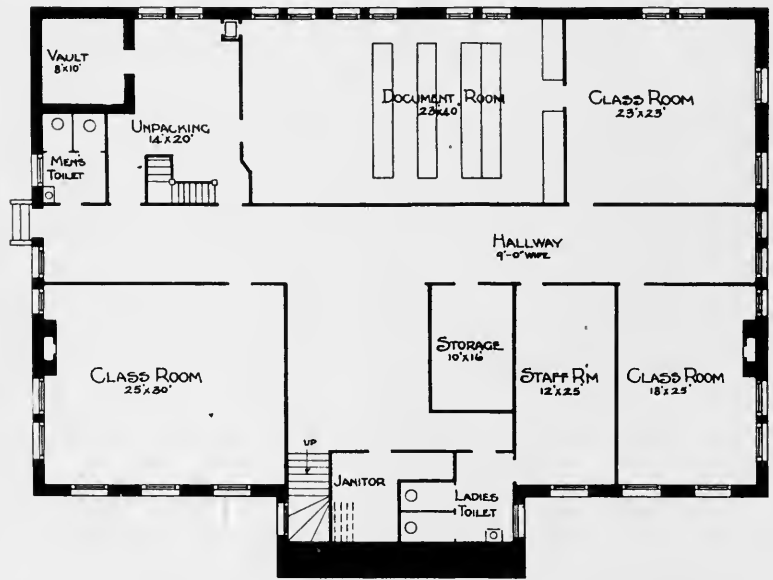


University of Oregon Library. Eugene, Ore.

XIXb



SECOND FLOOR PLAN
SCALE $\frac{1}{16}$ IN. = 1 FT.



BASEMENT PLAN
SCALE $\frac{1}{16}$ IN. = 1 FT.

University of Oregon Library. Eugene, Ore.

UNIVERSITY OF OREGON LIBRARY

EUGENE, ORE.

1907

ARCHITECT—Y. D. Hensill, Eugene, Ore.

SOURCE—State appropriation \$25,000.

COST—\$25,588.35 for finished building without light fixtures, furniture or floor covering. 11c per cubic foot. Contract \$22,596.26 (including shelving, periodical cases, and decorating). Heating and plumbing \$1,878.71. Architect's fee \$1,113.38. Shades \$190.

CONSTRUCTION—Simple classical architecture. Basement of artificial stone, two upper stories of pressed brick with stone trimmings. Pressed steel tile roof. Slow-burning construction. Interior wood work of Oregon pine. Floors of soft wood, to be covered with cork carpet. Basement floor of Oregon pine. All floors deadened by hair insulation. Hot water heat from central plant. Artificial light by electricity, wired for ceiling, table, desk, and case lights. Daylight excellent—windows high at sides and low at rear and in front. Two fireplaces aid ventilation. Wooden wall shelving and double face floor cases in stack room. Wood finish stained mission brown. Walls and ceiling yellow and orange tints. Exhibition room finished with brown fabricona and lighted by skylights. Main floor one room, except office, consultation and catalogue rooms.

DIMENSIONS—90'x60'. Basement 10', main floor and second floor each 13' high.

CAPACITY—23,500 volumes. 75,000 volumes when stack is built to roof. Reference room seats 60, reading room 60, periodical room 25, stack room about 40.

PROCEDURE—No competition. Plans of other buildings secured, and architect engaged.

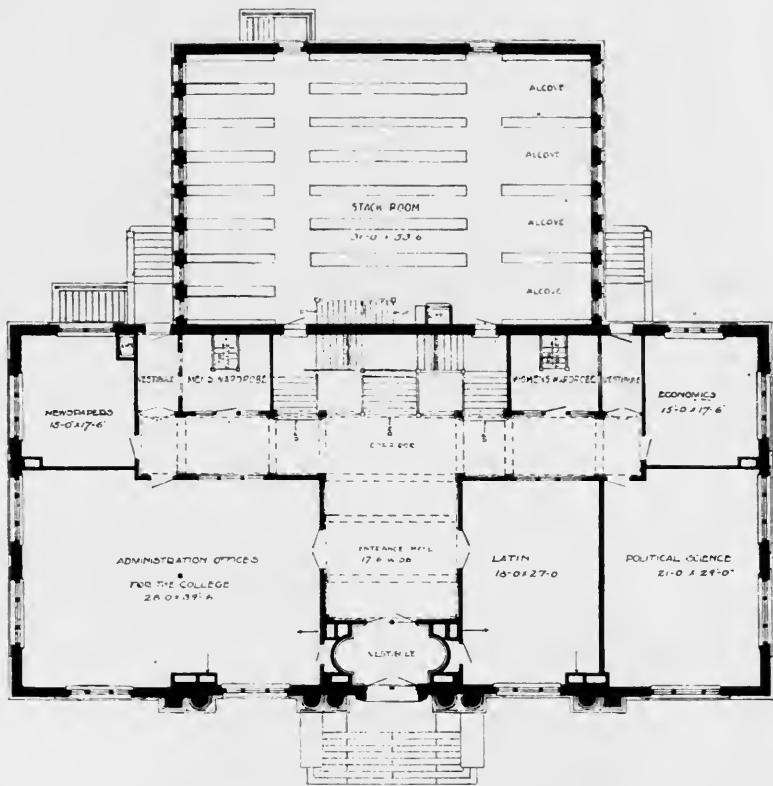
NOTES—Class rooms will eventually be used for library purposes, those above stack room being part of stack.

EDITOR'S NOTES—Document room in basement should have door to hall. Consultation room should be extended. Librarian's room should have low windows at rear.

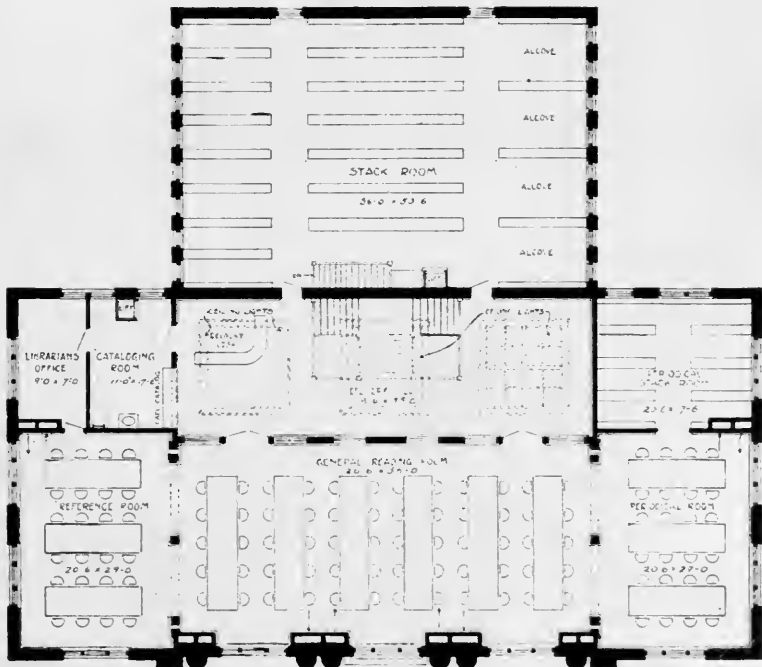


Carnegie Library of Iowa College. Grinnell, Ia.

Cost \$49,976.



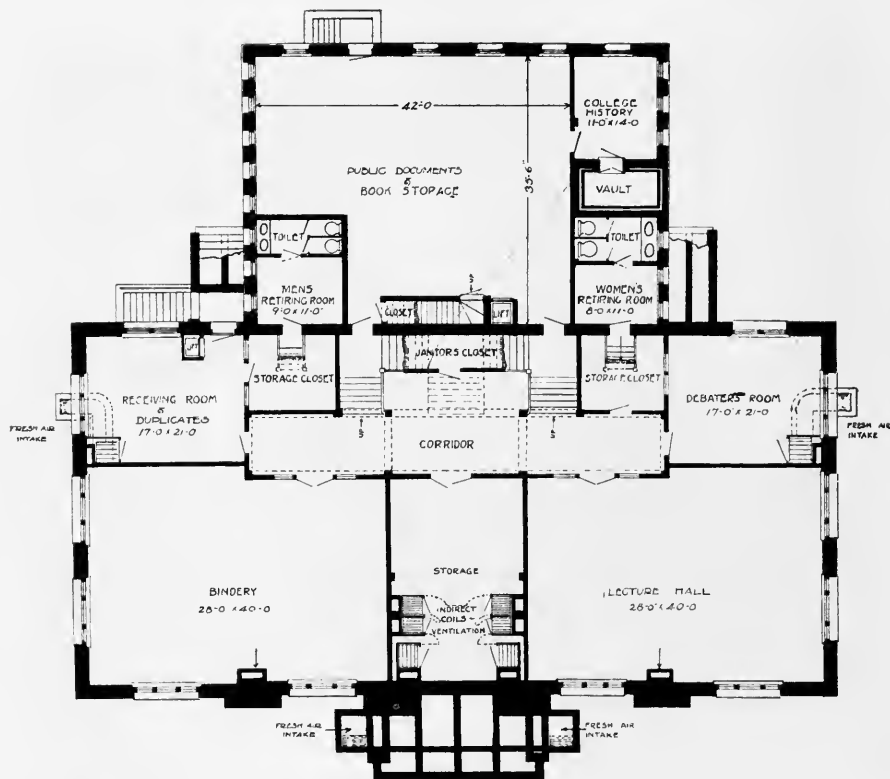
First Floor



Second Floor

Carnegie Library of Iowa College. Grinnell, Ia.

XXb



Basement

Carnegie Library of Iowa College. Grinnell, Ia.



Section of Stack Room

Carnegie Library of Iowa College. Grinnell, Ia.

CARNEGIE LIBRARY OF IOWA COLLEGE

GRINNELL, IA.

1905

ARCHITECTS—Hallett & Rawson, Des Moines, Ia.

SOURCE—Andrew Carnegie, \$50,000.

COST—\$49,976, for building completed and furnished with the exception of class rooms. Some old furniture and shelving used. 15-16c per cubic foot. Contract \$41,338 (including heating, wiring, ventilating, plumbing and fixtures, and finish hardware), Light fixtures \$486, Stacks \$5,000 (2 stories with glass floor), Cork carpet for reading room and stair treads \$271, Shades \$40, Architect's fees \$1,041 (services partly given by former student), Furniture \$1,700 (including loan desk, 160 tray catalogue case and base, 6 tables 16x4, 2 tables 14x4, 4 tables 8x3'6", three magazine racks, two newspaper racks), Incidentals \$100.

CONSTRUCTION—Built on classic lines. Red pressed brick and Bedford stone. Slow-burning construction with fire-proof stack room. Interior wood-work of oak and birch. Floors, except in basement, birch. Basement floors of cement or hard pine over concrete. Steam heat from central plant. Natural light good. Electric lights with table, bracket and chandelier lights in reading room, the latter seldom used. System of indirect radiation aids in ventilation. Art Metal Construction Co. bracket stack of two stories, with provision for 3 floors over basement.

The main library floor is the second floor. This arrangement makes it possible to have a large, light, reading room, extending the full length of the building. What is naturally the dark portion of the building is occupied by the stairway and delivery lobby, well lighted by overhead light. The location of the delivery desk in a lobby between the reading room and the stack room, and with the cataloguing room and office on the third side, is excellent. Students in the reading room or in the stack room are not disturbed by the business that is transacted at the desk. It is also possible for attendants at work in the cataloguing rooms to have oversight of the delivery desk and to help there when needed. Shelf room behind delivery desk is utilized for reserved books.

The card catalogue case has been fitted into the partition wall between the delivery lobby and the cataloguing room. The doors to the cupboards in the base of this case open into the cataloguing room and they are used for cataloguing supplies.

The south end of the lobby is used for art displays, the overhead light being excellent for that purpose.

The stack room plans provide for three stories of stacks. The middle floor, the only one now in use, is on the level with the delivery lobby and the reading room. When the three stories of stacks are all in place no book will be stored more than one floor from the delivery desk.

The location of the periodical stack room in close connection with the reading room is an excellent feature.

On the first floor are cloak rooms, with toilet rooms in connection, and several large rooms adapted for special collections.

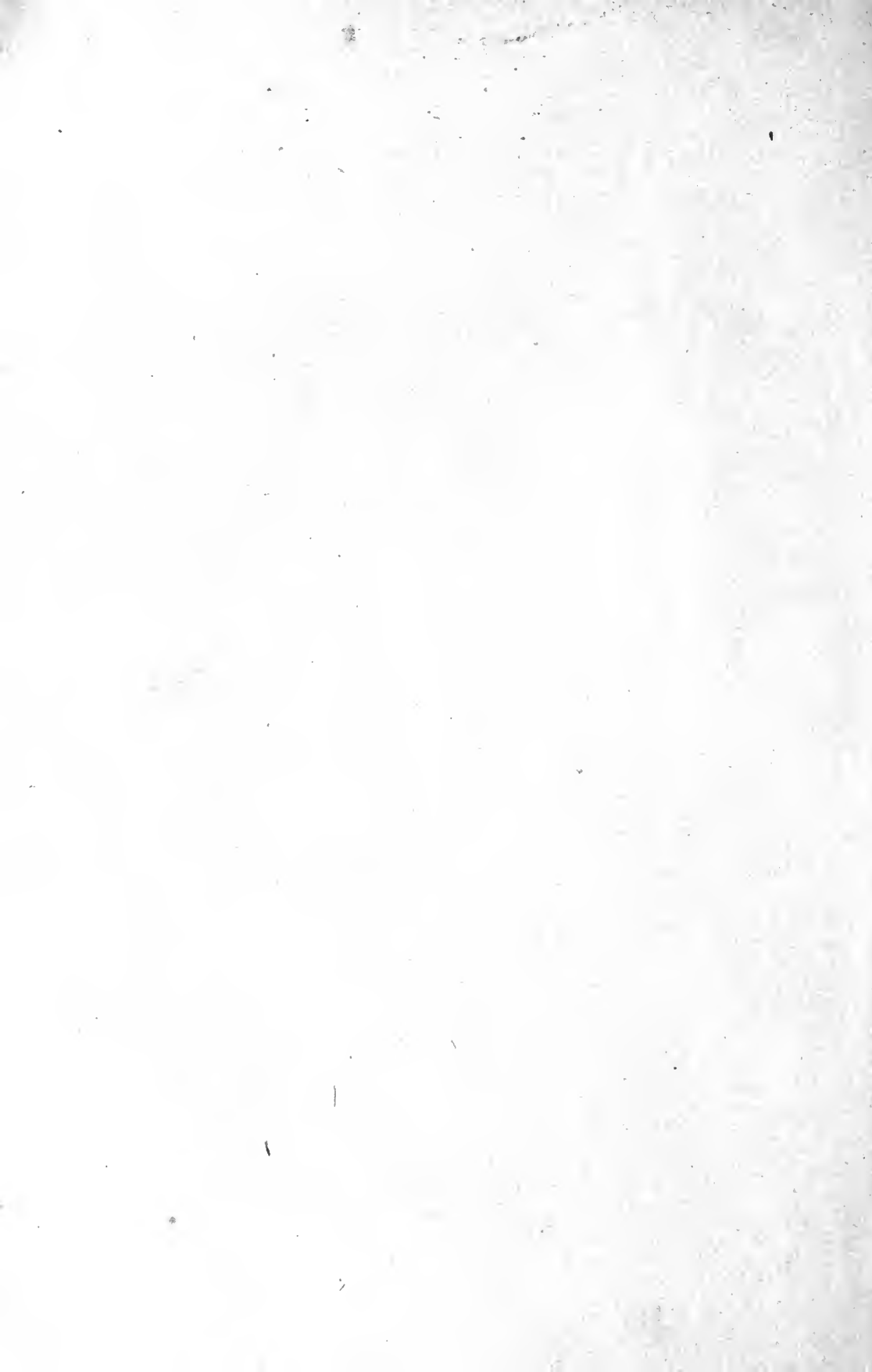
Burlap wainscoting in halls and reading room.

DIMENSIONS—101'x50' with extension stack room 56'x39'. Height of floors: basement 10', first floor 12', second floor 18'.

CAPACITY—Main stack 95,000 volumes on the three floors, 2 of which are now in; total capacity 200,000 volumes. Reading room will accommodate from 150 to 200 readers. Stack room may be extended.

PROCEDURE—The librarian, who was on the building committee, visited other buildings in company with the architect. Architects selected without competition.

NOTES—General arrangement exceedingly satisfactory. Reading room on second floor a great advantage in securing unbroken space and freedom from noise of halls. Might have saved about \$2000 by omitting stone trimming.



UNIVERSITY OF C

University of California
REGIONAL LIBRARY FACILITY
Los Angeles, CA 90024-1388
Material to the library
was borrowed.

Gaylord Bros.
Makers
Syracuse, N. Y.



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